

Once a proper form is submitted to 31 FSS, the approval process will take a minimum of fifteen (15) calendar days.

Aviano AB Fundraising Request Instructions

- Fill out in its entirety Section 1 and Section 2.
- Read Section 3 and 4.
- Sign the form in Section 4.
- Coordination must be obtained in Section 5 :
 - o Facility: the signature belongs to whoever has ownership of the area where the event will be held (i.e. BX entrance requires BX Manager's signature, Bazaar Committee).
 - o Public Health: signature is required whenever food is involved.
 - o Safety and Fire Department: required if cooking on location, plugging in appliance, using a grill or whenever deemed necessary based on event risks.
- Once Section 5 is completed, double check the Legal Office Checklist on pages 4 & 5 to ensure you can check of "yes" to all 13 items. **Your form will be returned to you if not properly completed or does not comply to Legal checklist .**
- Please email this form in pdf format to 31fss.fsr.privateorgs@us.af.mil (form must be emailed).
- Private Organization Monitor (31 FSS/FSR) will obtain approvals in Section 6 as needed (Legal Office and 31 FSS/CC).
- Once 31 FSS Commander or Deputy has given final approval, the Private Organization Monitor will email a copy of the completed form to the POC indicated in Section 1.

Once submitted to 31 FSS, the approval process can take up to fifteen (15) calendar days. Please plan accordingly.

Section One – Organization information		
Private Organization Name Represented:	Date of Request:	Request number for this quarter: ____ of 3
From: (Event POC)	Duty Phone:	E-mail Address of POC:

Section Two – Event details		
Type: (ex. Golf Tournament, Bake Sale, etc.)	Date(s):	Time(s):
Location: (Bldg. name and #)	Who will be the target audience? (Membership, Sq. personnel, etc.)	
Purpose: (How will the proceeds be used?)	Prices of product to be sold: (A price range is sufficient)	
Misc. event details: (Type of food, procedures, etc.)	Will Private Org members volunteer at this event?	
Is this occurring during CFC or AFAF? Y or N (See AFI 36-3101)	If yes, does this package constitute a waiver request? Y or N	

Section Three – Rules and guidelines for fundraising
<p>1. Advertisement / Solicitation</p> <ul style="list-style-type: none"> ➤ <u>PLEASE ATTACH ALL ADVERTISEMENTS TO BE USED IN ASSOCIATION WITH THIS EVENT TO THIS REQUEST/E-MAIL.</u> ➤ Advertisements or promotion of the event should not take place until approved by 31 Force Support Squadron. ➤ Any media used in the promotion of this event must include the disclaimer, “This is a private organization. It is not a part of the Department of Defense or any of its components and it has no governmental status.” ➤ Chartered Private Organizations may use e-mail conservatively to communicate within the PO and/or unit they support. However, official e-mail, mail, computers, copiers, BITS, etc., may not be used to provide notice for fundraisers or volunteer requests. ➤ Solicitation of DoD personnel junior in rank, grade or position is prohibited.
<p>2. Procedure during the event</p> <ul style="list-style-type: none"> ➤ Military members may NOT participate in uniform, during on-duty status, nor use their title in association with this event. ➤ Private organizations and unofficial activities/organizations may not sell alcoholic beverages.
<p>3. Approval</p> <ul style="list-style-type: none"> ➤ Approval will be based upon the requested date, time, and location ONLY. Any changes must be approved by 31 FSS/FSR. ➤ Only three fundraisers may be conducted by an organization each quarter. ➤ In order to conduct a fundraiser during CFC or AFAF a waiver must be granted. ➤ This request will be submitted to 31 Force Support Squadron not later than ten business days prior to the event.
<p>4. Liability</p> <ul style="list-style-type: none"> ➤ If approved, I expressly agree to indemnify and hold the US Government harmless from and against any and all claims, loss, and liability, however caused, arising out of, or in any way connected with this event, whether or not caused or contributed to by any negligence or alleged misconduct on the part of any employee of the United States or member of the United States Armed Forces. ➤ I understand, should an incident occur, the individual members of the requesting organization, rather than the Air Force, would be liable.

Section Four –Organization’s signature

I request authorization to hold a fundraising event on Aviano AB. I certify that this organization is in compliance with AFI 34-223 and AFI 36-3101. Furthermore, I have read the notes in section three of this form and understand them fully. The organization will conduct this event with the strict understanding that violation of Air Force instruction, as outlined in the above notes, may result in the suspension or the outright removal of the organization's authorization to operate on Aviano AB.

X

Private Organization Officer
(required)

Section Five – Coordination and authorization

Coordination for fundraising on Aviano AB depends on the type of event proposed. The facility manager of the location where the event is to be held must coordinate to assure knowledge of the event. Public Health must coordinate all events involving food. The Private Organization will coordinate with Safety and Security Forces depending on the function.

The Private Organization Monitor (31 FSS/FSRC) will coordinate with Legal.

31 FSS/FSR will also coordinate with the 31 FSS Commander for final approval (as delegated by 31 MSG/CC)

X

Facility
(required)

X

Public Health Office, 31 AMDS/SGPM
632-3998 (if applicable)

X

Safety, 31 FW/SE
632-7233 (if applicable)

X

Fire Department
(if applicable)

Section Six (For use by 31 FSS/FSR)

X

Private Organization Monitor, 31 FSS/FSRC
632-5273/5307 (required)

X

X

Legal, 31 FW/JA
632-7843 (required)

X

Force Support, 31 FSS/CC or 31 FSS/DD
(required)

Recommend Approval/Disapproval

Approve/Disapprove

**Private Organization Fundraiser Request
Legal Review Checklist**

In accordance with AFI 34-223 dated 13 Dec 2018, AFI 36-3101 dated 26 October 2022, & DoD 5500.07-R, The Joint Ethics Regulation (JER)

(Use of this checklist is not a substitute for reviewing AFI 34-223 & AFI 36-3101)

Name of Responsible Individual: Organization Name:	<i>Date:</i>		
	<i>Check Each Block</i>		
	<i>Yes</i>	<i>No</i>	<i>N/A</i>
1. Is the organization a Private Organization (POs) created under the authority of AFI 34-223? (POs are self-sustaining special interest groups, set up by individuals acting exclusively outside the scope of any official capacity as members of the Air Force or Federal Government, to include civilians, contractors, Air Reserve and Air National Guard members. They operate on Air Force installations with the written consent of the Installation Commander) (AFI 34-223, para 1)			
2. Has the request been properly coordinated through the appropriate agencies? If not RETURN the request to requester for proper routing. (Check coordination section of request, refer to attachment 1 regarding coordination)			
3. Does the PO set an event date? Length of fundraisers vary but generally don't span more than 3 days (holiday sales) AFI 34-223, paras. 10.9, 10.9.1, and 10.10.2.			
4. Does the request answer how the funds will be used from the fundraiser? (During CFC and AFAF, funds can only be used to support unit holiday parties) (AFI 36-3101, Para 5.1)			
5. Does the request provide how many fundraisers they have had this quarter? (A PO may hold "occasional events" not more than three per calendar quarter for fundraising purposes) (AFI 34-223, Para 10.10.2)			
6. If food handling is involved in the request, has the PO coordinated with Public Health?			
7. If the request is occurring during CFC or AFAF, is a waiver required? Fundraising efforts should not interfere with or detract from CFC or AFAF campaigns. (AFI 36-3101, Para 5.1)			
8. Will the PO be operating any games of chance <u>not</u> authorized in AFI 34-223, Para 10.9 and Para 10.20? If yes, fundraiser request should NOT be approved and should be returned as legally insufficient.			
9. Will the PO be distributing alcohol <u>not</u> authorized in AFI 34-223, Para 10.14? If yes, fundraiser request should NOT be approved and should be returned as legally insufficient.			
10. Is participation in the fundraiser voluntary and only completed in the members' personal capacities, while acting outside of the scope of their official position? (JER, Para 3-300)			
11. Is it clear that the fundraiser is not officially endorsed by any DoD entity? (JER, Para 3-210)			
12. Is the time and place of fundraising noted on the request? AFI 36-3101, Chapter 5, applies to internal private organizations and provides that solicitations			

This document is an attorney-work product and, as such, is privileged and confidential. Do not distribute, forward, or release this document to anyone without the prior approval of the author.

(fundraising) away from the workplace are authorized, subject to the Installation commander's (or delegate's) approval.			
13. Does the PO acknowledge that they must furnish their own equipment, supplies, and other materials and reimburse the installation for utilities etc. when using space unless the use is limited to occasional use? AFI 36-3101, paras. 11 and 11.1.1			

This document is an attorney-work product and, as such, is privileged and confidential. Do not distribute, forward, or release this document to anyone without the prior approval of the author.