

# Private Organization Fundraiser/Event Checklist

## Before You Submit

### Complete the FY26 Fundraiser/Event Request Form

- Include a detailed event description
- Fill in all dates, time, and location fields
- Ensure POC and President/VP signatures are included

### Attach all advertising materials

- Flyers must include the required 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.”*

### Obtain the following applicable coordination signatures **BEFORE** submitting to the PO Monitor:

- Event Location/Bldg. Custodian
- Safety Office
- AAFES
- Public Health (if food is involved)
- Other (if applicable – e.g., Security, Fire, etc.)

**Note:** The final three signatures—30 FSS/FSR, SLD 30/JA, and 30 FSS/DD—will be routed by the PO Monitor once your packet is complete.

## Additional Reminders

- Submit your request **at least 30 days** before the event date .
- Do not advertise or promote your fundraiser/event until official approval is received.
- Ensure compliance with **DAFI 34-106** and **DAFI 36-3101**.
- If selling food items, coordinate with Public Health to confirm all requirements are met, ensure food-handler certifications are current, and attach at least one copy of a member’s certification
- Raffles must follow DAFI 34-106, DAFI 36-3101 guidelines, as well as all local and state laws. Raffles may not be conducted by unofficial activities.