

VANDENBERG SFB FUNDRAISER/EVENT REQUEST FORM

Private Org/Unofficial Activity Name	POC for this Fundraiser/Event	Daytime Phone for POC:

FROM	TO	LOCATION OF EVENT	REQUEST TYPE
DATE: <input style="width: 80%;" type="text"/>	DATE: <input style="width: 80%;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	
TIME: <input style="width: 80%;" type="text"/>	TIME: <input style="width: 80%;" type="text"/>		

DETAILS OF YOUR EVENT - Be very detailed in describing the fundraiser/event.

By signing this form, I request authorization to hold a fundraiser/event. If approved, I expressly agree to hold the United States of America harmless from any & all claims, loss, & liability. However caused, arising out of the fundraiser/event for which approval was granted, pursuant to this agreement, whether or not caused by any negligence or alleged misconduct on the part of any Private Organization member.

By signing this form, I understand I cannot advertise this fundraiser/event until approved; have read, understand, & will comply with the contents of DAFI 34-106.

THIS REQUEST FORM SHOULD BE SUBMITTED AT LEAST 30 DAYS PRIOR TO THE START OF THE FUNDRAISER/EVENT.

SIGNATURE OF FUNDRAISER/EVENT POC:	
SIGNATURE OF PRESIDENT/VP:	

COORDINATION

<input style="width: 100%; height: 30px;" type="text"/> Bldg Custodian/Facility Manager	Event Loc./Bldg Custodian Approval: <input type="checkbox"/> Approve <input type="checkbox"/> Disapprove	REMARKS: <input style="width: 100%; height: 30px;" type="text"/>
<input style="width: 100%; height: 30px;" type="text"/> SAFETY	Safety Recommendation: <input type="checkbox"/> Approve <input type="checkbox"/> Disapprove	REMARKS: <input style="width: 100%; height: 30px;" type="text"/>
<input style="width: 100%; height: 30px;" type="text"/> AAFES	AAFES Recommendation: <input type="checkbox"/> Approve <input type="checkbox"/> Disapprove	REMARKS: <input style="width: 100%; height: 30px;" type="text"/>
<input style="width: 100%; height: 30px;" type="text"/> PUBLIC HEALTH	Public Health Recommendation: <input type="checkbox"/> Approve <input type="checkbox"/> Disapprove	REMARKS: <input style="width: 100%; height: 30px;" type="text"/>
<input style="width: 100%; height: 30px;" type="text"/> OTHER (Enter POC Info in Remarks)	Other Recommendation: <input type="checkbox"/> Approve <input type="checkbox"/> Disapprove	REMARKS: <input style="width: 100%; height: 30px;" type="text"/>
<input style="width: 100%; height: 30px;" type="text"/> 30 FSS/FSR	30 FSS/FSR Recommendation: <input type="checkbox"/> Approve <input type="checkbox"/> Disapprove	REMARKS: Verifies that PO/UA documents on file are in compliance with DAFI 34-106 and will route remaining signatures.
<input style="width: 100%; height: 30px;" type="text"/> SLD30/JA	SLD 30/JA Recommendation: <input type="checkbox"/> Approve <input type="checkbox"/> Disapprove	REMARKS: <input style="width: 100%; height: 30px;" type="text"/>
<input style="width: 100%; height: 30px;" type="text"/> 30 FSS/DD	30 FSS/DD <input type="checkbox"/> Approve <input type="checkbox"/> Disapprove	REMARKS: <input style="width: 100%; height: 30px;" type="text"/>

Vandenberg SFB Fundraising/Event Checklist

Private Org/Unofficial Activity Name	Event Date

GENERAL	INIT.
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POs must prominently display the following disclaimer on all print and electronic media mentioning the PO's name confirming that the PO is not part of the DoD: "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" Any advertising material must be attached to this request.	<input type="checkbox"/>
POs and unit unofficial activities must comply with all applicable federal, state, local, and foreign laws governing like civilian activities. In no capacity can a PO use a governmental status for fundraising off or on base.	<input type="checkbox"/>
POs officer and member and unofficial activities' actions must not prejudice or discredit the United States Government or conflict with governmental activities.	<input type="checkbox"/>
POs and unit unofficial activities are prohibited from actions which might make it appear that the installation is endorsing or giving special treatment to the donors involved.	<input type="checkbox"/>
POs and unit unofficial activities will not engage in activities that duplicate or compete with AAFES or FSS NAF Instrumentalities.	<input type="checkbox"/>
Approval authority may still require liability insurance for specific events that involve a greater risk of injury/damage.	<input type="checkbox"/>
The use of government equipment and systems for other than official purposes is extremely limited. * May be used to inform Airmen of PO events of possible interest to the unit and its families.	<input type="checkbox"/>
POs and unofficial activities may accept gifts/donations, but solicitation of gifts/donations is prohibited on base. Off-base solicitations must clearly indicate they are for a PO and not the base or any official part of the Air Force.	<input type="checkbox"/>
Contributions or sales will NOT be sought during duty hours and/or in the workplace. (lunch hours are permissible). Fundraising will not be done in uniform or during official duty hours.	<input type="checkbox"/>
POs and UAs are prohibited from selling alcoholic beverages.	<input type="checkbox"/>
POs must be familiar with and otherwise comply with DAFI 36-3101, Fundraising.	<input type="checkbox"/>

FOOD SALES	SEL.
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Any sale of food will be coordinated through Military Public Health and must comply with AFI 48-116, <i>Food Safety Program</i> . (Select N/A if not selling food and skip next two questions)	<input type="checkbox"/>
Food Handler Certification is up to date.	<input type="checkbox"/>
Food purchased from approved source?	<input type="checkbox"/>

RAFFLES	
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Fundraising raffles may be conducted on an Air Force installation by those POs that are composed primarily of DoD personnel or their family members. Such raffle provide a means of extending needed services or other assistance to members of the DoD family, but failure to strictly follow the provisions provided in DAFI 34-106, para, 5.21 -5.21.7, could result in raffles violating JER 2-302. Unit unofficial activities are not authorized to conduct raffles. Raffles must not be conducted by military members or civilian employees during their duty time. Military may not conduct raffles while in uniform. (Select N/A if not conducting a raffle and continue to next section.)	
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DURING CFC/AFAF	SEL.
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CFC Campaign, 8-weeks, usually 15 Oct - 15 Dec / AFAF Campaign, 6-weeks, usually 15 Mar - 30 Apr (Select N/A if not selling fundraising during CFC or AFAF and continue to signature.)	<input type="checkbox"/>
Fundraising for Holiday Party.	<input type="checkbox"/>

Once submitted to 30 FSS/FSR, the approval process can take up to 30 business days. Please plan accordingly.