

## **UNOFFICIAL ACTIVITY “FOR US, BY US” FUNDRAISING INFORMATION**

Unofficial unit-affiliated activities (UAs) such as coffee funds, water funds, and sunshine funds are not considered Private Organizations (POs) unless all assets, excluding inventory, consistently exceed \$1,000.00 a month. For questions about whether or not your UA should become a registered PO, please contact 88 FSS. Air Force Instructions (AFI) 34-223, *Private Organizations Program*, 13 Dec 2018, DAFI 36-3101, *Fundraising*, 26 Oct 2022, and the Joint Ethics Regulation (JER), DoD 5500.07-R, Section 3-210, govern UA fundraising activities in the Air Force.

### Unofficial Activities **SHOULD**:

- Obtain approval from the unit commander in advance of the fundraiser if the fundraiser will only extend to the unit’s personnel and family members.
- Obtain approval from 88 FSS ([88fss.fsr@us.af.mil](mailto:88fss.fsr@us.af.mil)) in advance of the fundraiser if the fundraiser will extend beyond the unit’s personnel and family members. For planning purposes, the approval process may take up to 20 business days.
- Select a fundraiser date outside of the Combined Federal Campaign and Air Force Assistance Fund campaigns (typically Oct-Dec and March-April). Limited exceptions may be granted.
- Minimize interference with the unit mission (fundraising may be in uniform, during duty day) by selecting a reasonable amount of time and location for the fundraiser (i.e. breakfast, lunchtime, breakrooms, community areas, etc).
- Ensure all participation is voluntary (Commanders/Supervisors should not act as sellers).
- Select a fundraising activity that does not duplicate or compete with an existing AAFES or 88 FSS Services operation (i.e. selling beverages outside of the Base Exchange, selling food outside of the Wright-Patterson Club).
- Obtain approval and/or training from 88 OMRS Public Health ([usaf.wright-patt.88-mdg.cal.public-health@health.mil](mailto:usaf.wright-patt.88-mdg.cal.public-health@health.mil)) if the fundraiser involves the sale of food.
- Maintain a two-person accountability system for all cash transactions.
- Request the unit commander’s support of the fundraiser, if such support is desired.
- Request permission from the unit commander to advertise the fundraiser to unit members and family members (not contractor employees) through official Air Force communication systems such as e-mail and unofficial communication systems such as the unit’s social media webpage.

### Unofficial Activities **SHOULD NOT**:

- Request the use of base-wide splash screens or e-mails to advertise a fundraiser. Due to the high volume of fundraisers, Wright-Patterson Installation Public Affairs cannot accommodate requests to use these official systems for fundraiser advertisements.
- Conduct frequent or continuous resale activities (excludes unit souvenirs).
- Conduct fundraisers off-base.
- Solicit individuals off-base for cash or gifts.
- Solicit contractor employees to participate in your fundraiser.
- Advertise for, refer to, or encourage the use a specific off-base business.
- Conduct gambling-type activities such as lotteries, raffles, or slot machines.
- Sell or serve alcoholic beverages.

Please direct all fundraising inquiries to 88 FSS at [88fss.fsr@us.af.mil](mailto:88fss.fsr@us.af.mil)

## FUNDRAISER REQUEST FORM

AFI 34-223, *Private Organizations Program*, 13 Dec 2018, and DAFI 36-3101, *Fundraising*, 26 Oct 2022, govern fundraising activities in the Air Force.

**Private Organizations (POs)** are self-sustaining special interest groups set up by individuals acting exclusively outside the scope of any official Air Force duties, that have registered with 88 FSS and have been approved to operate on Wright-Patterson AFB. All PO fundraisers require 88 FSS approval.

**Unofficial unit-affiliated activities (UAs)** are groups composed of DoD/AF unit personnel and family members with assets that consistently fall below \$1,000.00 a month. UAs that wish to conduct "for us, by us" fundraisers among its personnel and family members do not require 88 FSS approval unless fundraising will extend beyond unit personnel and family members.

<b>NAME OF REQUESTER:</b>	<b>REQUESTER'S PHONE NUMBER:</b>
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### EVENT DETAILS

WHO	WHAT
Group Name	<i>(Ex. wishes to hold a chicken sandwich sale)</i>
WHERE	
<i>(Be specific in location i.e., 1st floor lobby of bldg 10, 2nd floor hallway bldg 262)</i>	
	WHEN
	Date:
	Time:

### FUNDRAISER POLICIES

#### Section A: To be completed by **ALL**. Please acknowledge you understand the following:

	Fundraisers involving food require an application for a Temporary Food Booth from 88 MDG Public Health.
	You may not fundraise during the CFC and AFAF, unless an exception is granted.
	Your event may not take place in an area considered the Federal workplace such as an office or hangar.
	You may not duplicate or compete with existing NAFI (88 FSS Services Activities) or AAFES operations.
	You may not sell or serve alcoholic beverages.
	Your organization may not conduct more than three fundraisers per calendar quarter.
	You may not advertise or conduct this event until approved by 88 FSS.
	You have read and agree to abide by the guidelines contained within the fundraising information sheet and AFIs listed above.

YES	NO	<b>Section B: To be completed by Unofficial Activities</b>
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		Does this fundraiser extend beyond the personnel/family members of your unit?
		Does your organization primarily consist of AF and/or DoD members/family members?
		Do your monthly assets average less than \$1,000 over a three month period?
		Do you understand "for us, by us" fundraisers should be of limited duration (e.g. the lunch hour), should be at a time/location with minimal mission impact, should include a two-person accountability system for cash transactions and not involve contractor employees?

YES	NO	<b>Section C: To be completed by registered Private Organizations</b>
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		Is this Private Organization in good standing with 88 FSS/FSR, IAW AFI34-223?
		Do you understand that direct solicitations for cash donations from non-members on WPAFB is prohibited?
		Do you understand that all participants (military & civilian) must be volunteers, not in uniform, and, if the fundraiser is conducted during duty hours, members must be on leave, lunch or a regularly scheduled break?
		Do you understand that official AF communication systems may not be used in furtherance of this fundraiser? (i.e. AF email)
		Do you understand that this disclaimer <b>MUST</b> be on all printed media AND posted at your fundraiser location: <b>"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."</b>

**ACKNOWLEDGMENT:** By signing this form, I attest that I am an authorized representative of the sponsoring organization, and request authorization to hold a fundraising event on Wright-Patterson AFB. If approved, I expressly agree to indemnify and hold the United States of America and the Department of Defense 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 federal employee. I understand should an incident occur, the sponsoring organization, rather than the Air Force, would be liable.

<b>REQUESTER'S SIGNATURE:</b>	<b>DATE OF REQUEST:</b>
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**THIS SECTION FOR STAFF USE ONLY  
COORDINATION**

<b>FACILITY MANAGER</b> - The requester has coordinated the details of this fundraiser with me, and I have no objections to the fundraiser, if approved by 88 FSS.	<b>PUBLIC HEALTH</b> - The requester has coordinated the details of this fundraiser with me and received the required training to handle/serve food.
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Signature	Phone Number	Signature	Phone Number
	Date		Date

88 FSS/FSR: This is the ____ fundraiser this group has held this quarter and is a UA or registered PO in good standing.	Initial
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**APPROVAL AUTHORITY DECISION:** Your fundraiser request is       Approved       Conditionally Approved       Denied

COMMENTS:

NAME, GRADE AND DUTY TITLE:	SIGNATURE:	DATE:
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