

Fundraising Requests for Private Organizations and Unofficial Activities

Note: Your Private Organization **MUST** be in compliance in order for a fundraiser to be considered.

- Require **MINIMUM 3 WEEKS** to process
- ❖ **NO EXCEPTIONS**
 - Only 2 fundraising events per quarter are authorized for both Private Organizations and Unofficial Activities.
- ❖ This includes off-base fundraisers.
 - Details of your event on a separate sheet of paper:
- ❖ **WHO**
- ❖ **WHAT**
- ❖ **WHERE**
- ❖ **WHEN**
- ❖ **WHY**
- ❖ **HOW**
 - The more details that are given for your request, the easier it will be to process through the routing sequence.
 - If you are submitting a fundraiser request that involves food, you are required to obtain a Food Handler's certificate from Public Health and submit the certificate with your fundraiser request.
 - If you are submitting a fundraiser request which includes a raffle, you are required to submit the appropriate permit to either Ward County (if held on base) or the City of Minot.
 - Ward County: <http://www.co.ward.nd.us/284/Raffle-Information>
 - City of Minot: <http://www.minotnd.org/225/Gaming-Permits>
 - Please include City of Minot/Ward County Raffle Permit signed by the appropriate Ward County/ City of Minot official with your fundraiser request.
 - Flyers, Signed Raffle Permits, and/or Temporary Food Handlers Training certificates from Public Health (if applicable) **must** be submitted with your request form and include the following disclaimer: "This is an unofficial activity. It is not part of the Department of Defense or any of its components, and it has no government status. It has been approved by 5 FSS."

Submit completed fundraiser request (including flyers, food handler's cert, or raffle permit) to Private Organizations
Coordinator - 5 FSS/FSCA

5FSS.FSCA.MinotOrgCoord@us.af.mil

To: 5 FSS/FSCA

Form Revised 7 Feb 17

Fundraiser Information

Private Organization Unofficial Activity PO/UA Name _____

Event/Fundraiser Details _____

Date(s) of Event: _____ Time(s) of Event _____

Location(s) of Fundraiser: _____

Who has Location been Coordinated with: _____

Type of Prizes Given Away if Any: _____

Proceeds will be raised by: _____

Necessary supplies provided by: _____

Does this PO/Unofficial Activity receive funds from CFC: _____

PO/UA POC Name/Number: _____

(By initialing the boxes below you agree to abide by all regulations for this fundraiser, please use initials only):

Approval is required for POs or unofficial activities whether the fundraiser is conducted on or off installation. AFI 34-223, para. 10.9.1.

Events and fundraisers may not compete with AAFES or a Services NAFI. AFI 34-223, para. 10.8.

POs and unofficial activities may not conduct more than two fundraising actions per calendar quarter. AFI 34-223, para. 10.9.1. If the Club is not a PO, then the Club's average monthly assets over a 3-month period must remain under \$1,000. AFI 34-223, para. 2.2. This PO/unofficial activity has not yet conducted more than two approved fundraisers in this quarter.

Soliciting door-to-door or without an appointment is prohibited on DoD installations. DoD 1344.07, para. 6.4.13.

No service member or his or her dependent may solicit a subordinate to donate items or volunteer at the event. DoD 5500.07-R, para's. 2-205 & 5-409. The term "solicit," defined here as "personal commercial solicitation," means making an effort to contact an individual to conduct or transact matters involving unofficial business. DoD 5500.07-R, para. 2-205. The term subordinate means any service member, DoD employee, or service member or employee's family member, who is junior in rank, grade, or position, whether on or off duty. DoD 5500.07-R, para. 2-205.

Incidental use of a Department of Defense common area is permissible. DoD 5500.07-R, para. 3-211(a).

POs and unofficial activities/organizations may not sell or serve alcoholic beverages. AFI 34-223, para, 10.10.

Fundraising will not be conducted in the workplace. With installation commander or designee approval, they may be conducted at public entrances and in community support facilities such as the lobby of the Base Exchange. AFI 34-223. para, 10.16.4.

NOTE: The Installation Commander has delegated fundraiser approval authority to 5 FSS/CC.

Not be conducted by military members or civilian employees during their duty time. AFI 34-223. para, 10.16.5.

POs and unofficial activities cannot use e-mail to provide notice of events. AFI 34-223, para 11.1.3.

In accordance with DoD 5500.07-R, para. 5-409.(c). personal commercial solicitations by the spouse or other household member of a DoD employee to those who are junior in rank, grade, or position to the DoD employee, may give rise to the appearance that the DoD employee himself is using his public office for personal gain. When a spouse or household member of a DoD employee engages in such activity, the supervisor of the DoD employee must consult an Ethics Counselor, and counsel the DoD employee that such activity should be avoided where it may:

- (1) Cause actual or perceived partiality or unfairness;
- (2) Involve the actual or apparent use of rank or position for personal gain; or
- (3) Otherwise undermine discipline, morale, or authority.

The following disclaimer must be used on all advertising or marketing used for the fundraiser whether physical or electronic: "This is an unofficial activity. It is not part of the Department of Defense or any of its components, and it has no government status. It has been approved by 5 FSS."

In accordance with AFI 34-223 10.16.2.1 raffle/fundraiser proceeds must directly benefit DoD personnel or their family members.

PO/UA POC Name

PO/UA POC Title

PO/UA POC Email Address

Date

Phone

5 BW/JA

Legally Sufficient

Not Legally Sufficient

Civilian Attorney/Assistant Staff Judge Advocate

❖ WHO:

❖ WHAT:

❖ WHERE:

❖ WHEN:

❖ WHY:

❖ HOW: