

CHECK ONE OF THE FOLLOWING:

17. a. We request you waive the requirement for liability insurance because this is a low-risk event with negligible potential liability.
 b. We have liability insurance for this event.

RAFFLES

18. a. We do not intend to conduct a raffle.
 b. We intend to conduct a raffle.

If you **intend to conduct a raffle**, please review the following:

YES NO

- Is the fundraiser a game of chance, lottery, raffle, or other gambling-type activity? A raffle is the only game of chance that may be authorized. Raffles must not violate any state or local laws. (ref. AFI 34-223, 10.20)
- Is the raffle request in support of the PO's routine operations or for the direct benefit of DoD personnel or their family members? (ref. AFI 34-223, 10.20.4)
- Does the raffle contain prizes other than a monetary prize? Raffles conducted strictly for a monetary prize are not authorized on the installation. Monetary raffles conducted off the installation by the PO must comply with guidance in AFI 34-223, paragraph 10.20.3. (ref. AFI 34-223, 10.20.4.2)
- Does the request identify the purpose for which funds are being raised and the intended beneficiaries of the proceeds? They must also identify how the PO will ensure the proceeds are used only for that purpose and those beneficiaries. (ref. AFI 34-223, 10.20.4.1)
- Is the raffle officially endorsed or supported only as permitted by sections 3-210 and 3-211 of the JER? The JER places strict limits on endorsement or the appearance of endorsement of any fundraising activity. (ref. AFI 34-223, 10.20.5; JER, §§ 3-210 & 3-211)
- Is the raffle to be conducted outside the workplace? Raffles may not be conducted in the workplace. (ref. AFI 34-223, 10.20.6)
- Is the raffle to be conducted by military members or civilian employees outside their duty time? Military members may not conduct raffles while in uniform at any time. Air Force personnel may participate in PO fund-raising raffles only in a purely personal, unofficial, volunteer capacity at authorized locations and in ways that do not imply official endorsement. (ref. AFI 34-223, 10.20.7)

SIGNATURE AND INITIALS OF POC:

COORDINATION
 (COMPLETE AS APPLICABLE ACCORDING TO INSTRUCTIONS BELOW)

	AAFES (IF APPLICABLE)	FACILITY MANAGER	PUBLIC HEALTH	P.O. COORDINATOR VERIFICATION Private Org / Unofficial Activity is in good standing per AFI 34-223.
NAME				
PHONE				
INITIALS & DATE				
19. 20 FW/JA RECOMMENDATION: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL <input type="checkbox"/> LEGALLY SUFFICIENT (See Remarks) <input type="checkbox"/> NOT LEGALLY SUFFICIENT (See Remarks)				REMARKS:
20. 20 FSS/CC or 20 FSS/CD DECISION: <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED				REMARKS:

INSTRUCTIONS

Appropriate coordination (as shown below) & approval are required prior to making any arrangements that commit base facilities or organizations to fundraising activities or special events. No advertising shall be published prior to approval.

1. For all Private Organizations & unofficial activities fundraising requests, if event **does not** involve the handling or preparation of food, coordinate through:
 - A. Facility Manager
 - B. Private Organization Monitor (20 FSS/FSR will route the rest of the way through Legal & FSS)

2. For all Private Organizations & unofficial activities fundraising requests, if event **does involve** food preparation, i.e., bake sale, chili sale, or any event that requires the handling of food, coordinate through:
 - A. Facility Manager
 - B. Public Health
 - C. Private Organization Monitor (20 FSS/FSR will route the rest of the way through Legal & FSS)

3. Please be sure to include the full name, rank & telephone number of each person that is coordinating on this request in case they need to be contacted. Elected Officers should be the only individuals contacting the Private Organization Monitor concerning the request.

4. Only off-base (or away from base work centers) internal fundraisers (i.e., those conducted by members of the PO/UA, among its members & for its members) are authorized during the **CFC** or **AFAF** drives. Additionally, the fundraiser must not detract from these official campaigns. (ref. AFI 36-3101, Table 1, Rule 4).

TOP FIVE GENERAL PROHIBITIONS

1. You may not conduct fundraisers while in uniform or in the workplace
2. The use of government e-mail to sponsor an event or for membership drive events is unauthorized
3. You cannot advertise an event until it is approved by the 20 FSS/CC
4. You may not solicit funds on the installation
5. You may not purchase goods from the commissary for re-sale on the local economy to those not entitled to the commissary