**REQUEST FOR APPROVAL TO CONDUCT A FUNDRAISING EVENT**

**Instructions:** This Request for Approval to Conduct a Fundraising Event on the United States Air Force Academy is subject to the approval of the 10th Air Base Wing (or, as delegated to the Force Support Squadron Commander (10 FSS)). Completed form must be sent with cover letter request to 10 FSS. You may not advertise or begin your fundraising event until you have written approval. If approved, please have a signed copy of this request at the fundraising event. Even after written approval is granted, any violation of the Joint Ethics Regulation (DoD 5500-7-R) and relevant Air Force Instructions (to include but not limited to USAFAI 51-902, AFI 36-3101, & AFI 34-223) covering these matters may result in that approval being rescinded, or other action being taken.

# I. REQUESTOR DATA

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ORGANIZATION NAME** | **NAME OF REQUESTING INDIVIDUAL** | **CONTACT PHONE NUMBER** | **DATE OF REQUEST** | **DATE OF EVENT** |
| **TO BE COMPLETED BY 10 ABW (or 10 FSS):** |
| **PRIVATE ORGANIZATION** | **YES** | **IF YES, PROOF OF INSURANCE?** | **YES** | **IF NO, WAIVER ON FILE?** | **YES** | **Number of fundraisers organization has had this calendar year (except 10 MDG) (per quarter).** |  |
| **NO** | **NO** | **NO** |

**II. EVENT DATA**

1. State **when**, **where**, and at **what time** the event is planned for. **Parents’ Weekend Information Fair, 30 August 2019, 10:00 AM to 4:00pm**

1. What type of event are you planning? **Selling products, handing out information about the Parents’ Club or taking in donations from a table at the Parents’ Weekend Information Fair.** Describe what the personnel working the event will be doing. Describe who the personnel are conducting the fundraiser (e.g. Ad, Civ, Cadets, etc.) **Parents of Cadets**
2. How will the proceeds of this fundraiser be used? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Approximately how many volunteers will work the event? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. How will you promote or advertise your proposed event? **NO**
5. Are **any** other organizations other than yours, including any on-base **or** off-base entities, planning or conducting this event, or receiving any proceeds raised. If yes, please provide the name(s) of th(os)e organization(s).  **NO. ONLY Parents’ Clubs no other parties will be allowed.**
6. Will prizes be awarded at the event? **NO**
7. Do you intend to sell or serve alcohol? **NO**
8. Do you intend to sell food? **NO**

10. Will the event involve soliciting on base? Yes at the Parents’ Weekend Information Fair off base? **No**

**III. SPECIFIC REQUIREMENTS (initial that you have read and understand these requirements for fundraising on USAFA):**

| **Initials** | **Specific Requirements:** |
| --- | --- |
|  | Organizations may conduct a maximum of 2 fundraisers per calendar year except for 10 MDG (2 per quarter). |
|  | The Joint Ethics Regulation (JER) prohibits the wear of military uniforms while conducting fundraisers. (This includes all cadets – requirements to wear uniform must be waived by appropriate authority.) |
|  | Organizations may not represent or imply to any customers that the fundraiser is affiliated with the USAF or any unit at USAFA. **Must include the following Disclaimer on all media of the event:** “*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.”* |

| **Initials** | **Specific Requirements:** |
| --- | --- |
|  | Personnel who volunteer to work on fundraisers must not be on official duty time. Personnel must be on leave, lunch, compensatory time off, or on a regularly scheduled break. |
|  | Fundraising must be conducted away from the workplace. Away from the workplace may include building lobbies, Arnold Hall (Parent’s Weekend only) in front of the Base Exchange, or in areas where people generally are not working. |
|  | It must be made clear to the general public that the fundraising is being conducted through the Private Organization (PO) or unofficial activity/organization and **not** by a military unit or a military member in hisor her official capacity. An individual may use his/her rank and branch of service when signing correspondence but may not use his/her military title or position. |
|  | Off-base solicitations are permissible but must clearly indicate that they are for a PO or unofficial activity/organization and not USAFA, any USAFA agency/unit/squadron, the USAF, or the DoD. Members participating in the fundraiser may not solicit or coerce junior ranking members to participate.  |
|  | Donor/gift recognition may not be made publicly. However, recognition for contributions may be made to members of the PO/unofficial activity/organization. |
|  | If the fundraising event involves the sale of food, personnel must obtain a temporary food handler’s permit through 10 FSS Public Health**.** |
|  | Organizations may not serve or sell alcoholic beverages without prior approval. |
|  | Fundraising organizations are prohibited from conducting raffles or games of chance. |
|  | POs SHALL NOT use the seals, logos, or insignia of the DoD or any DoD Component, DoD organizational unit, or DoD installation on organization letterhead, correspondence, titles, or in association with organization programs, locations, or activities without appropriate permission. This includes the use of the installation name in any form and Cadet Squadron/ Club logos. (i.e., USAFA, Cadet Squadron names, etc.) as indicated below. |
|  | Personnel who volunteer to work on fundraisers must be informed that they are acting in their individual—not official—capacity, and that they may be held personally liable for any or all damage to persons or property caused by their negligence during this fundraiser. The DoD, the USAF, and USAFA assume no liability for personal injury, death, or property damage arising from this fundraiser. |
|  | Fundraiser is not being conducted during the Combined Federal Campaign (CFC) or the Air Force Assistance Fund. If it is conducted during these fundraisers, **approval by the 10 ABW/CC is required**. |
|  | If this Request for Approval to Conduct a Fundraising Event is approved, I agree to indemnify and hold the United States of America harmless from and against any and all claims, loss, injury and liability, arising out of or in any way connected with the use of the approved facility(ies), whether or not caused or contributed to by any negligence or alleged negligence on the part of any employee of the United States or member of the United States Armed Forces. |
| **IV. USE OF USAFA IMAGES OR LOGOS ON PRODUCTS SOLD FOR FUNDRAISING PURPOSES:** |
|  | **Air Force logos** must be approved by the Air Force Trademark & Licensing Program, [**http://www.trademark.af.mil/index.asp**](http://www.trademark.af.mil/index.asp), Mailing address (US Postal Service): AFPAA/HQ Bldg. 171, ATTN: Air Force Trademark and Licensing, 2261 Hughes Ave., Ste. 157, JBSA Lackland, TX 78236. Commercial: 210.395.1787; e-mail: licensing@us.af.mil. |
|  | **All USAFA Logo or Photo** use requests must be coordinated and approved through the USAFA Branding Specialist, Ms. Ashley Murphy, USAFA/CM, ashley.murphy@usafa.edu, (719) 333-7818; 2304 Cadet Drive, Suite 3100, USAF Academy CO 80840, . Ms. Murphy will forward to appropriate USAFA point of contact as required. |
| 1. **CERTIFICATION**

By initialing and signing below, I certify that I have read and understand the following guidelines, as provided by the relevant authorities that govern fundraising within the Air Force (see, e.g., AFI 36-3101, AFI 34-223, DoD 5500.7-R. *Please note that depending upon the specific facts and circumstances of your event, additional guidelines, not listed here, may apply to your event.*): |
| **DATE SIGNED** | **SIGNATURE** |
| **JUDGE ADVOCATE RECOMMENDATION** |
|  | **RECOMMEND APPROVAL** | **REMARKS** |
|  | **RECOMMEND DISAPPROVAL** |
| **DATE** | **NAME AND GRADE** | **SIGNATURE** |