

USAFA USE ONLY	Approved by Event Support Cmte YES <input type="checkbox"/> NO <input type="checkbox"/>	Event Approved: YES <input type="checkbox"/> NO <input type="checkbox"/>		Date:	
Supported Commander Approved YES <input type="checkbox"/> NO <input type="checkbox"/> Initials					
Instructions:					
1. Submit request a minimum of 90 days before date of event. Events may be disapproved if not submitted within required timeframe.					
2. If an item in this form does not apply, mark as N/A. If you don't know an answer, leave the block blank.					
3. E-mail application to usafa.A30@usafa.edu. Expect a response within 4-6 weeks.					
4. Fundraising events must be approved by 10 ABW/CC and comply with USAFAI 51-902, Fundraising and On Base Solicitation.					
5. Event Coordination is the responsibility of the requester/sponsor. Indication of support required on this form DOES NOT constitute a request for that support. Do not obligate funds for this event until you receive approval. For questions call USAFA Events at 719-333-6481					
I. Event Information					
Title of Event:			Date of Request:		
Type of Event (sporting event, cadet activity, private function, school event, scouting event, non-profit activity, etc.)					
Proposed Date(s)	Time(s)	Desired Location at USAFA (Use of USAFA Facilities requires Real Property License, prepared by 10ABW):			
Justification for this USAFA facility/location:				Event involves Classified Information: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Forecasted attendance by participant type and location they're traveling from					
Attendee/Speaker Type	Local Area (no cost to USAF)	Local Area (USAF funded)	USAF Funded TDY	Other Funding Source	TOTAL
Military (Genera/Flag Officer)					
Military (All Other Ranks)					
Dept of Defense (DoD) Civilian					
DoD Contractor					
Non-DoD Personnel					
Guest Speakers (non-USAFA)					
Non-USAFA Event Support (i.e. caterers, etc.)					
Total Anticipated Event Attendees:			Total Anticipated USAF Attendees:		
Why should USAFA support this event? Has event been held at USAFA in the past? What relevance to cadets or USAFA mission?					
II. Requester Information					
Last Name		First Name		Name of Organization	
Street Address		City		State	ZIP
Phone No.	Mobile No.	E-mail Address (Required)			
III. USAFA Sponsor Information (optional)					
Last Name		First Name	Rank	USAFA Organization	
Phone No.	Mobile No. (Optional)	E-mail Address (Required)			

IV. USAFA Senior Staff Involvement Required/Requested for this Event (if any)

NAME	TITLE/RANK	PARTICIPATION REQUESTED

V. Distinguished Guests Attending (company CEO, senior government/military officials, celebrities, etc.)

NAME	TITLE/RANK	INVOLVEMENT

VI. Is this Event a Fund Raiser **Yes** (complete remainder of this section) **No** (skip to next section)

Is this fundraiser for a Private Organization? <input type="checkbox"/> YES <input type="checkbox"/> NO	How many fundraisers has this organization held at USAFA this year?	How many volunteers will work the event?
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How will the proceeds from this fundraiser be used? Be specific.

How will you promote/advertise your fundraising event?

Are any organizations, other than yours (including on-base or off-base entities), planning or conducting this event, or receiving any proceeds raised? YES NO

If "YES," please provide the name(s) of individual(s) or organization(s)

Will prizes be awarded at the event? YES NO (if yes, complete the remainder of this block, if no, skip to next block)
 What/who is the source of the prize(s):

Provide a detailed description of the type of prizes:

How will prize winners will be selected?

What must customers do to be eligible to receive a prize?

Will every customer receive a prize? YES NO

Do you intend to sell or serve alcohol? YES NO (if yes, further forms will be provided for you to fill out)

Do you intend to sell food? YES NO (if yes, you must obtain and provide a temporary food handler's permit)

Will you be soliciting for funds off base? YES NO

VII. Is this Event a Conference **Yes** (complete remainder of this section) **No** (skip to next section)

What role(s) will USAF-funded support staff play? N/A:

What steps have been taken to minimize the number of USAF-funded support staff? N/A:

How has the "Local First" policy on Govt travel & conference-related spending been considered/implemented?

Is spouse travel at Government expense requested? YES NO N/A

Are you using a commercial (non-govt) conference planner/coordinator YES NO N/A

Is there a registration fee for attendees? YES NO N/A

Are registration fees (or portions of the fee) reimbursable for DoD attendees? YES NO N/A

What is included with/covered by the registration fee? N/A

What steps have been taken to minimize the USAF's conference-related expenses?

Will the Conference be held in conjunction with, or be co-sponsored by a non-federal entity or other Government organization? YES NO

Has a Determination/Approval IAW JER 3-206(b)(3) been issued by SAF/GC concerning the proposed co-hosting organization in the past three (3) years? YES NO N/A

Have each of the other factors in JER 3-206(b) been considered/met? YES NO N/A

Has a co-sponsorship Memorandum of Agreement been prepared? YES NO N/A

MUST COMPLETE FUNDRAISER CERTIFICATION, SECTION XII, AT END OF THIS FORM

VIII. Requested USAF/USAFSA Support for your Event *(Check the box for support you will need for your event. This form does not constitute coordination for support. You will be provided with contact information for each agency to coordinate support. Note that for non-military or non-official events, transportation, civil engineering, and communications support is generally not available or may be provided for a fee. Specify support requirements in comment block below.)*

<p>Are you requesting USAFA Transportation Support? YES NO</p> <p><i>Describe how transportation will be used and for how many people.</i></p>	<p>Do you require USAFA Security Support? YES NO</p> <p><i>Describe security support needed. Include what hours attendees would arrive & depart USAFA</i></p>	<p>Please list any additional support needed: <i>(Porta-a-Potties, Sprinkler de-confliction, lighting, trash containers, barricades, custodial service, ambulance/medical, Entrance Marquee display)</i></p>
<p>Are you requesting USAFA Communications Support? YES NO</p> <p><i>Describe support needed (photography, LMR, Cell Phones, Speakers/Mic, Data Drop, etc.)</i></p>	<p>Do you require USAFA lodging? YES NO</p> <p><i>Describe the type, approximate number, and duration of lodging required.</i></p>	
<p>Are you requesting USAFA Presentation Support? YES NO</p> <p><i>Describe support needed. (Power Point, DVD, etc.)</i></p>		

Comments/Support Required (Continued)

IX. Security and Parking Plan (if known)

Please indicate which gate your guests will enter, how they are getting on base, where they will park, who is managing the parking, who is handling traffic flow, etc. You may submit a separate presentation or informational documents with your event request if desired.

X. Event Agenda / Sequence of Events

List your schedule of activities, including a detailed timeline for when events begin and end.

XI. Estimated Funding Requirements/Expenses - skip specific expenses if not applicable (State the estimated costs for all expenses listed in the table below. Include and clearly explain any Air Force funds to be expended, whether by the conference organizer, DoD attendees' commands, or civilian organizations. Due to funding/contract restrictions, some or all support costs associated with your event may be the responsibility of the requesting organization. Following submission of required support forms, USAFA organizations will provide cost estimates to the requestor)

EXPENSE NAME	ESTIMATED COST (\$USD)		REMARKS
If event was previously held at USAFA, what was total cost?			
USAF Funded Attendees	Travel: Local Area Transpo:	Lodging: MI&E:	
USAF Support Staff	Travel: Local Area Transpo:	Lodging: MI&E:	
USAF Conference Speakers	Travel: Local Area Transpo:	Lodging: MI&E:	
Registration Fees (per person)			
Expected Vendor Fee (total)			
OTHER COSTS (check if paid by USAFA or Event Organizers)			
Facility Use Fees (if known)	\$	Paid by: <input type="checkbox"/> USAFA <input type="checkbox"/> Event	
	\$	Paid by: <input type="checkbox"/> USAFA <input type="checkbox"/> Event	
	\$	Paid by: <input type="checkbox"/> USAFA <input type="checkbox"/> Event	
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XII. FUNDRAISER CERTIFICATION *(only complete this section if you checked "YES" in section VI)*

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:

INITIALS	
	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"
	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 his or 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. This includes the use of Cadet Squadron/Club logos. (i.e. USAFA, CS Squadron names, etc.)
	Air Force logos must be approved by the Air Force Trademark & Licensing Program, 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 .
	USAFA Athletic Department logos must be approved by: Dan Siermine, 2168 Field House Dr., USAF Academy, CO 80840 (719) 333-6286 or daniel.siermine@airforceathletics.org
	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
Date:	SIGNATURE:

Coordination for fundraising events depends on the type of activity proposed. The facility manager of the location of the event must coordinate to assure knowledge of the event. Military Public Health must coordinate all events involving food. Security forces must coordinate on all events affecting traffic or security.