



# Welcome Private Organizations

Guest Speakers:  
Woodlawn Golf Course  
Commissary  
786 FSS (Fitness)  
86 AW/JA

Please have a seat and we will begin shortly



# Private Organizations General Information



- **Website [www.https://86fss.com/private-organizations](https://86fss.com/private-organizations)**
  - AFI's
  - Frequently Asked Questions
  - Templates
  - Fundraiser Request Forms
- **Private Organization Administrator**
  - Private Org box: [86FSS.privateorgs@us.af.mil](mailto:86FSS.privateorgs@us.af.mil)
  - DSN: 480-8728/06371-47-8728
  - Location: Building 2118 (Vat Office) 2nd Floor, Office 220



# What Is Required and Authorized for Official Private Organizations?



- **Required**

- Submit renewal application 30 days prior to charter expiration
- Conduct background checks if working with children
- Submit minutes and financials quarterly (**Up to 15 days after the end of the quarter**)

- **Authorized**

- Fundraise on base with proper paperwork and approval (Three per quarter)
- Advertise fundraisers, activities, and membership drives
  - » IAW AFI34-223, AFI36-3101 AFTER proper approval obtained
- Open a PO box at the Ramstein Community Center



# How To Stay Compliant

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- **Official Private Organization's Documents**
  - Biennially
    - » Constitution
    - » Bylaws
  - Annually
    - » Proof of Insurance/Waiver
    - » Officers list (Update whenever there is a change)
- **Unofficial Activity Documents Needed**
  - Annually
    - » Officers list (Update whenever there is a change)
    - » Renew Unofficial Activity Letter



# Quarterly Chart

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- **Quarterly Reporting**

- **1 Jan – 31 March**

- » **Minutes, financials, and budgets are due no later than 15 April**

- **1 April – 30 June**

- » **Minutes and financials are due no later than 15 July**

- **1 July – 30 Sept**

- » **Minutes and financials are due no later than 15 Oct**

- **1 Oct – 31 Dec**

- » **Minutes and financials are due no later than 15 Jan**



# Basic Fundraising Guidelines

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- **Basic Guidance for Fundraising**

- Must be compliant to fundraise (Official POs and UAs must be in “good standing”)
- Maximum of three events per quarter
- Cannot solicit donations anywhere on base (includes housing / businesses on base)
- Cannot solicit nor receive commercial sponsorship
- No fundraising during AFAF
- Cannot advertise fundraiser until your request is **APPROVED** by FSS!
- Cannot send out base-wide emails / use government email (.mil)
- Cannot fundraise in uniform or while on-duty status
- Cannot sell alcoholic beverages
- All media must contain: **“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.”**



# New Fundraiser Request Form



- To expedite the approval process, only typed forms will be accepted
- All boxes must be checked
- Facility manager must be signed (authorizes use of the space)
- Any raffles and/or fundraising during CFC will need legal reviews and MSG/CC's approval (plan accordingly)
- Public Health must sign off if the PO is doing any food preparation for purposes of selling
- Sample advertisement for the event should be turned in with the request form

86 FSS Fundraiser Request Form			
Name Of Organization		Time(s) and Date(s) of this Fundraiser	Alternate Time(s) and Date(s)
Responsible Individual Name:		Number of Expected Participants Children under 12    Adults	
Responsible Individual Email:		Request Number for this Quarter <input type="radio"/> 1st <input type="radio"/> 2nd <input type="radio"/> 3rd	
Responsible Individual Phone Number(s):			
Event Location:			
Event Description (including raffle information):		Check Yes or No	
		1. Does this event occur during CFC or AFAF drives?    Yes    No	
		2. Is the requesting organization primarily made up of AF/DoD members?    Yes    No	
		3. Will there be a raffle at this event?    Yes    No	
		4. Will this event involve solicitation in base housing?    Yes    No	
Purpose (funds raised are going to be used for):		5. Will this organization obtain liability insurance if necessary?    Yes    No	
		6. Is this organization registered with the 86 FSS PO's office with all documents are up to date, to including minutes and budgets?    Yes    No	
		7. Will the event involve food preparation?    Yes    No	
Prices of Products (price range is sufficient):		8. Advertisement for this event will not be distributed until the 86 FSS PO's Office has approved it?    Yes    No	
<small>NOTICE: I request authorization to hold a fundraising event on Ramstein Air Base. If approved, I further expressly agree to indemnify and hold the United States of America harmless from and against any and all claims, loss, and liability, however cause, 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 employee of the United States or member of the United States Armed Forces. I understand that members of this Private Organization are jointly and severally liable for this organization's debts.</small>			
<small>The Joint Ethics Regulation prohibits the use of DoD communication resources (telephones, fax machines, E-mail, the Internet) or any other Government resource in any manner that would reflect adversely on the DoD, which specifically includes soliciting and selling (JER. sec. 2-301.a. and b).</small>			
Recommended Approval			
Signature of Responsible Individual	Signature of Facility Manager for the facility being used	Date Document Signed	Email to 86 FSS
( For use by 86 FSS ONLY )			
86 Force Support Squadron Private Organization Admin		Remarks:	
<input type="checkbox"/> Approved <input type="checkbox"/> Denied			
Signature Required: <input type="checkbox"/> 86 FSS CC/DD <input type="checkbox"/> 86 MSG CC/DD		Private Organizations' Admin 86th Force Support Squadron	
86 AW JA: <input type="checkbox"/> Approved Required    Yes <input type="radio"/> No <input type="radio"/> Denied		Remarks:	
Decision of Approval Authority			
<input type="checkbox"/> Approved <input type="checkbox"/> Denied		Remarks:	
86 MSG CC/DD:			

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# New Insurance Waiver



DEPARTMENT OF THE AIR FORCE  
86TH AIRLIFT WING (USAF)

CONTROLLED UNCLASSIFIED INFORMATION (CUI)

20 June 2023

MEMORANDUM FOR 86 FSS/FSRB (PRIVATE ORGANIZATIONS)

FROM: Private Organization's Name

SUBJECT: Request for Insurance Waiver

1. On behalf of the membership of the private organization (PO) named above, request a waiver of insurance requirements specified in AFI 34-223, Section C, 10.15.

2. In making this request, we realize our responsibility to maintain adequate insurance coverage commensurate with the risk posed to the public and the club membership. As we are a low risk private organization in our day-to-day activities, full-coverage insurance is, generally, not necessary. However, should we engage in activities that directly increase the risk to the public or to our membership, we will procure the appropriate type and level of insurance. Such instances include but are not necessarily limited to the examples listed below:

a. Any fundraising activity open to the general public where athletic, or sports-type activities are sponsored or conducted by the organization.

b. Fundraising activities where food is prepared and/or sold by the organization.

3. Further, we realize that claims against the organization for injury or damage caused by our negligence can impose a pro rata level of liability on each member in the event we lack insurance coverage or in the case where the claim exceeds our coverage.

Name of President, President,  
Private Organization's Name

CONTROLLED UNCLASSIFIED INFORMATION (CUI)

2

1st Ind, 86 FSS/FSR

MEMORANDUM FOR 86 FSS/FSR

Recommend Approval / disapproval.

CAHTERINE A. JENNINGS, NFII  
Private Organization Administrator

2nd Ind, 86 FSS/DD

MEMORANDUM FOR 86 FSS/DD

Recommend Approval / disapproval.

JUDE M. SORG, GS-14, DAFC  
Deputy Director, 86<sup>TH</sup> Force Support Squadron

3rd Ind, 86 MSG/CC

MEMORANDUM FOR 86 MSG/CC

Approved/disapproval.

JAMES A. CUNNINGHAM, Colonel, USAF  
Commander, 86th Mission Support Group





# Replacing the Charter Letter

- **No more charter letter!**
- **A new coordination page will be added to the end of the Constitution**
- **Must be renewed every two years or when changes are made to the Constitution itself**

This constitution is submitted for approval by PO's Name:

➔ President's Name (Date) ⬅

Private Organization's Name

RECOMMEND APPROVAL / DISAPPROVAL

\_\_\_\_\_  
SCOTT M. WOOLEY, GS-13, DAFC  
Chief, Resource Management

\_\_\_\_\_  
(Date)

RECOMMEND APPROVAL / DISAPPROVAL

\_\_\_\_\_  
JUDE M. SORG, GS-14, DAFC  
Deputy Director, 86<sup>TH</sup> Force Support Squadron

\_\_\_\_\_  
(Date)

APPROVED / DISAPPROVED

\_\_\_\_\_  
JAMES A. CUNNINGHAM, Colonel, USAF  
Commander, 86th Mission Support Group

\_\_\_\_\_  
(Date)



# New Officers List (Replaces the BAF Form)



- Every time officer's change, a new officers list should be turned in
- Between this form and the approved Constitution, the PO can take this to the bank for any renewals or member changes
- There will be no more BAF from our office for the KMC area banks to include Service Credit Union and Community banks
- It is the PO's responsibility to keep both documents on file
- Per AFI34-223, a current officers list should always be on record in the FSS PO office

27 July 2023

MEMORANDUM FOR 86 FSS/FSR

FROM: PO's Name

SUBJECT: Elected Officers

1. Principal Purpose(s): To provide the 86 FSS Private Organization Office in Ramstein with statistical data about the officers and board of governors of the private organization so that those members can be duly notified in a timely manner during emergencies, annual reviews, formal and informal inquiries, or investigations and so they can be contacted by persons interested in becoming a member of the organization.

**CURRENT OFFICERS** <For Private Organizations no military rank or title>

Position in Organization	Name	Phone Number	E-mail Address
President			
Vice President			
Treasurer			
Secretary			

3. Request changes be submitted by email to [86fss.privateorgs@us.af.mil](mailto:86fss.privateorgs@us.af.mil)

4. The personal information furnished on this form will be kept on file in the Official Private Organization's folder to contact club officers on official matters and to pass on information to individuals requesting a point of contact for the specific organization. If the personnel information is not releasable, please check below and the information will be kept confidential.

Confidential: Yes ☐ No ☐

President Name, President  
PO's Name

CATHERINE JENNINGS, PO Admin  
86 FSS/FSRLPO





# TOURNAMENTS SERVICES

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- **YOUR EVENT**

Woodlawn Golf Course is the perfect facility to host events of all sizes. We offer a fantastic service programs as well as delicious food service. Our professional staff is always excited to see new faces as well as old friends

- **ORGANIZATIONAL TIMES AND DATES:**

Normal Tournament days are Monday through Friday. Other days can be used at the discretion of the General Manager. Sat./Sun Tournaments require Gen. Manager's approval, cannot be more than 72 players, and must be a 7:30am or 8:00am shotgun start.

- **TOURNAMENT SERVICES**

- Green fees
- Golf cart
- Range balls
- On-course contest set-up
- Customized rule sheets
- Scorecards
- Cart signage
- Food & Drink Menu Options
- Experienced staff to assist your guests



# Golf Tournaments



## Tournament Information Form

In order, to begin planning your tournament, we will need the all following information filled out. Thank you for your cooperation.

Name of Tournament:   
Name of Organization:   
Point of Contact:   
P.O.C. Number (Work):   
P.O.C. Number (Home):

Select one of the two types:  Shotgun  Tee Time  
Date:   
Start Time:   
Number of Players:

**Tournament Requirements:** Your event will be deemed a "tournament" when six and/or more tee times are reserved in advance, your players will be required to pay the tournament fees according to their category. Below are some additional services we are able to provide upon your request.

### Services:

1 ☐ Food & Beverage (Hot Dog+Chips+Soda/Water included in tournament package)

**On Course Competitions:** The following services, if requested, will be provided free of charge. (Please state the hole #'s which the markers are to be used on. Our rangers will put the markers in place prior to the start of the tournament, collect them at the end and return them to the tournament scorer.)

Closest to the Pin #  #   
Longest Drive #  #

2/3/2023



## 2023 Tournament Fees

86 FSS/FSBG  
UNIT 3221  
APO, AE 09094-3221

GOLF TOURNAMENT SERVICES Current as of 03 Feb 2023	
18 Hole Tournament Fees	
Include Round of Golf, Riding Cart, Scoring, Tournament Preparation, Range Balls, and Hot Dog Meal*	
*upgrades to other meals, please see menu w/pricing in next column	
Non-Annual Players Weekday AM/PM	\$50.00
Annual Players Weekday AM/PM	Annual # + \$30.00
Non-ID Card Holder Weekday AM/PM	\$65.00
Non-Annual Players Weekend AM	\$80.00
Annual Players Weekend AM	Annual # + \$60.00
Non-ID Card Holder Weekend AM	\$90.00
AM=0800 START* (Seasonal) PM=1300 START	
RENTAL EQUIPMENT	
WOODLAWN RENTAL CLUBS	\$ 15.00 per round
SUPER PREMIUM RENTAL CLUBS — Limited Availability	\$ 35.00 per round

PLEASE CONTACT : STEVE GRIFFITH  
& GREG COWART  
Email: woodlawngolfshop@gmail.com  
480-6240 or Commercial: 06371-47-6240

Deposit is Required to Schedule a Date  
Deposit amount is \$200

Fully Refundable 14 days from tournament date  
7-13 days out deposit can be moved to a future date.  
NONREFUNDABLE WITHIN 6 DAYS FROM EVENT

Note: 2023 Policy on Organizational Tournaments: Normal Tournament days are Monday through Friday. Other days can be used at the discretion of the General Manager. Sat./Sun Tournaments require Gen. Manager's approval, cannot be more than 72 players, and must be a 7:30am or 8:00am shotgun start.

## FOOD AND BEVERAGE SERVICES

Included in Tournament Cost:



# Golf Course POC's

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**If interested in having a Golf Tournament,  
please contact**

**Steve Griffith & Greg Cowart**

**Email: [woodlawngolfshop@gmail.com](mailto:woodlawngolfshop@gmail.com)**

**DSN 480-6240 or Commercial: 06371-47-6240**

# DeCA

## Briefing



# Looking to do a Bagging Fund Raiser

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- **Contact the commissary for availability for fundraising.**
- **Have the manager sign the request form as the facility manager and turn it back into the PO's Office.**
- **Funds raised are from the tips you earn while bagging.**
- **You may have multiple days or weekends (within 30 days) on one fundraiser request form.**



# Ramstein Commissary

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## Special Order Process

All orders must be placed in Click 2 Go.

1. To create an account, scan the QR code or go to [www.shop.commissaries.com](http://www.shop.commissaries.com)
2. You must enter your DOD ID number or beneficiary number to validate shopping privileges.
3. Select Ramstein Commissary as your store.
4. Choose a time for pick up.
5. Choose payment method (online or in-store)
6. Go to register 1, give them your name, and inform them you are here to pick up a C2G order.



**Scan me**

# Ramstein Commissary

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## Details for C2G

- Use the comment section in Click2Go to indicate the desired pick up date and time. The drop down menu will only let you order 7 days out, we will adjust the date on our end based on the comment section.
- When ordering if you would like a different item that is not showing up in the system, please enter the information into the comment section.
- If you would like to order a quantity higher than the system allows, enter the requested quantity in the comment section under the item.
- In the event of non-availability of a specific item, substitutions will be used unless otherwise indicated. During the ordering process use the drop down menu under each item to indicate what type of substitutions you would allow (same size different brand/ no substitution/ etc.)

# Ramstein Commissary

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## For your information:

- **Product take approximately 45 days to be transported from the CONUS.**
- **If your items are Not In Stock (NIS). We will continue to order daily for the highest probability of receiving your product prior to the bazaar.**
- **Regular communication via e-mail will be made to you from our C2G team. Please ensure we have a non-government email you can check at anytime for updates.**
- **We suggest placing multiple orders to pick up through the Bazaar week, especially for chill and freeze items. This will also help you gauge your storage space and product quantities needed.**
- **Please order the quantities to the best of your knowledge. Do not over order because not all items are refundable.**

# Ramstein Commissary

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## Refunds

- No refunds for made-to-order fresh bakery items or frozen items that were requested to be thawed. Including items previously frozen and sold thawed (i.e. Kings Hawaiian breads/wonder bread)
- No refunds will be accepted for any perishable items - fresh breads, produce, chill, frozen or meat items.
- Shelf-stable/dry items can be returned only if the package has not been altered, opened or damaged and is in the same condition that it was at the time of purchase.

# Ramstein Commissary

## Commissary POC's

Lori Spearrin, Click2Go

Eliana Hernandez, Click2Go

Dolores Stanley, Grocery Manager

Pearl Cardiel-Santos, Store Manager

Ciara Willingham, Store Manager



## Contact Info

[Ramstein.Commissary@deca.mil](mailto:Ramstein.Commissary@deca.mil)

☎ Comm: +49 (0)6371-47-7231/6712 / 7159

☎ DSN: 480-7231/ 7159 /6712

# 786 FSS Fitness



# Looking to have a 5K?

- **Submit request with enough lead time, a few days to get the request signed will not equal good results.**
- **Communication with Fitness Program and Event Coordinator is a must, please coordinate with both to deconflict prior to submission. This will ensure we don't have two 5Ks back-to-back etc.**
- **Submit e-SSS a minimum of 60 days before event to allow proper time for coordination and approval from MSG/CC.**
- **You will receive a 786 FSS 5K Guidance to help you.**

# Looking to have a 5K?

- ❖ All Fitness programs and events have priority as it is a mandated program.
- ❖ Ensure your event does not conflict with any base, wing events. Refer to the 86 AW start calendar on SharePoint and/or contact the 86 AW front office to verify that no events conflict with the date/time you have chosen

## Useful Phone Numbers/Contact Information

786 FSS/FSVS: 480-0294

86 SFS Police Services: 478-2232

Outdoor Recreation: 480-5707

CES Self Help Store: 480-5034/5035

Ramstein Public Address Support: 480-5137 or email at:

[ramstein.publicaddresssupport@ramstein.af.mil](mailto:ramstein.publicaddresssupport@ramstein.af.mil)

86 AW/SE: 480-7233

86 AW/PA: 480-9196

86 AW/AT: 480-2115

86 MSG/CCE: 480-2000



# **Ramstein FSS Half Marathon & CMSAF Paul Airey Memorial Ruck Run**

**FSS Leads: MSgt Burnett, SSgt Scofield, Mr. Wiley, Mr. Barber & Mr.  
Bonner**

**RACG Leads: CMSgt James Ponziano, MSgt Ricardo Galvan, TSgt  
Heide**

# **FSS Half Marathon & CMSAF Paul Airey Ruck Run**

- Half Marathon was scheduled for 9 Sept, Ruck Run was scheduled for 8 Sept, Combined event scheduled for Saturday, 9 Sept.
- Separate organizations, separate funding and separate registration; but *combined execution*.
- Collaboration to *magnify & grow each event*, leverage volunteers & support requirements to provide better value to runners & the KMC
- Choose your own adventure, *an event for the whole family*: half marathon, 10K run/ruck, 5K fun/ruck, team rucks, & family/kids 1K

# FSS Half Marathon & CMSAF Paul Airey Ruck Run



**CMSAF PAUL AIREY & RAB 786TH FSS**  
**RUCK RUN & HALF MARATHON**  
Team & Individual 5K-10K Races & Family 1K  
**13.1**  
RAMSTEIN HALF MARATHON

**RUCK REGISTRATION**

CMSAF Airey Memorial Ruck Run  
Team & Individual 5K & 10K races:  
heavy, light & ultra-light categories.



Ruck Run cost is \$25 and includes a  
t-shirt & post race meal.

**HALF REGISTRATION**

Register to run the Ramstein FSS Half  
Marathon, Family 1 K or volunteer  
using the QR code below.



Half Marathon cost is \$65 and  
includes a finisher medal, t-shirt, &  
post race meal.

**Saturday, September 9th**

# FSS Half Marathon & CMSAF Paul Airey Ruck Run

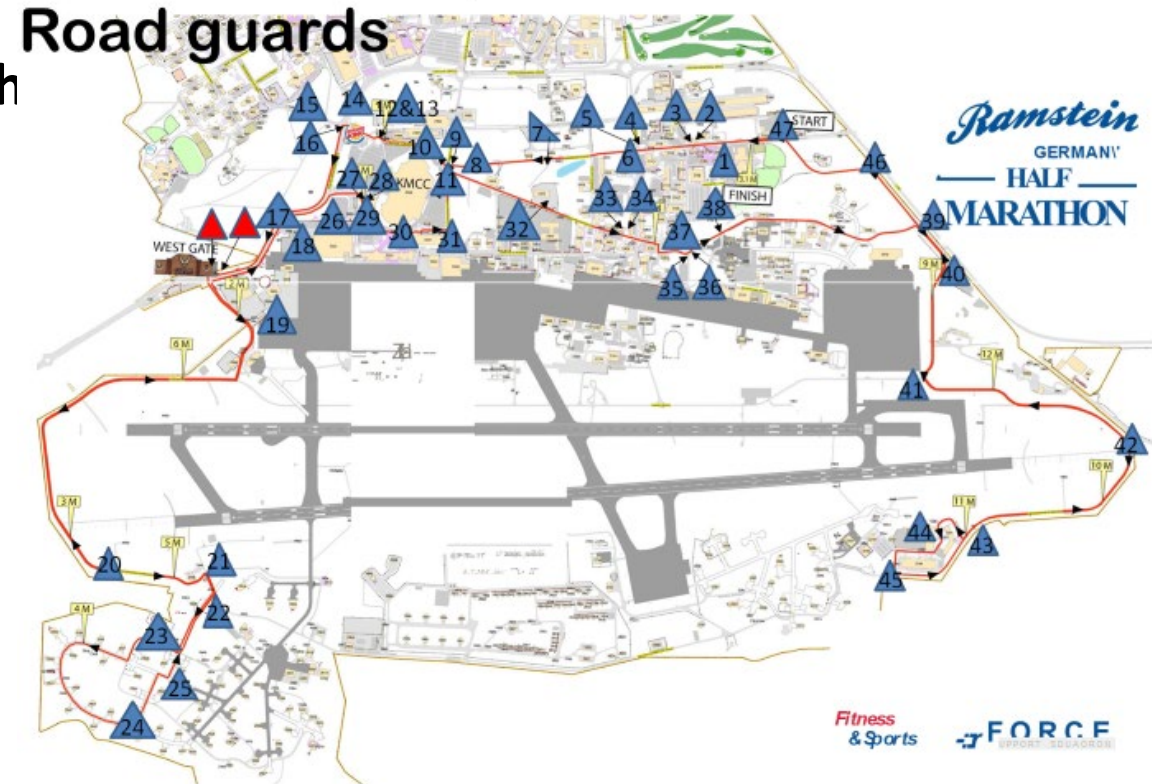
## Volunteer Requirements

**Packet Pick-up** – (4) each day: Southside Fitness Center 0800-1000 Tuesday, Sept 5<sup>th</sup> - Friday, Sept 8<sup>th</sup>

**Road Guards:** (60) 0700-1200, in place NLT 0745

**Set-up:** 20 – (10) Friday, Sept 8<sup>th</sup> 0800-1600 & (10) Saturday, Sept 9<sup>th</sup> 0500 - 0800

**Tear-Down:** (20) Saturday, Sept 9<sup>th</sup> 1200 – 1600, expecting 20 road guard to support this effort



# **FSS Half Marathon & CMSAF Paul Airey Ruck Run**

## **Sequence of Events**

- 0700 Check-in Tables open
- 0800 Opening Ceremony (Emcee: CMSgt Ponziano)
- 0815 Half-Marathon Waves
  - 0815 – Wave 1: expect ~50, Sub 1:45
  - 0820 - Wave 2: expect ~100, Sub 2:15
  - 0825 - Wave 3: expect ~100, All others
- 0830 10K Ruck Run Wave
- 0835 5K Ruck Run Wave
- 0840 10K Run Wave
- 0845 5K Run Wave
- 0900 Family 1K
- 1030 Lunch Line Opens
- 1100 Closing Ceremony (Emcee: CMSgt Ponziano)

## **Participant Estimates**

- 5k – 10k
  - 2022 – 75
  - 2023 – 90
- Half Marathon
  - 2022 – 120
  - 2023 – 150
- Ruck Run
  - 2022 – 176 (60 individual/116 team)
  - 2023 – 240 (100 individual/140 team)

# FSS Half Marathon & CMSAF Paul Airey Ruck Run

## Morning Snack

- Water
- Coffee
- Granola Bars
- Orange Slices
- Bananas
- ~Expense \$1 Per Person

## Lunch

- Water
- Gatorade
- Bratwurst
- Chips
- ~ Expense \$3 Per Person
- Food Trucks/Private Orgs  
available for non-runners?

# FSS Half Marathon & CMSAF Paul Airey Ruck Run

## Safety

- Medical Tent
  - Manned by 4 member IDMT Team
  - Emergency Response Vehicle on Standby
- 6 Aid Stations
- Road Guard WhatsApp Channel for incident reporting.

## Comfort

- 2 Portable WC at Southside Fitness Center
- 2 Portable WC on route ( miles 2 & 9)
- Massage Chair Tent
- Fest Tables & Benches for food/drinks





FSS Bodybuilding Competition

Where: SSFC

When: 30 September 2023

Time: 1100 - 1500

Main POCs: MSgt Kedist Burnett  
SSgt Shelby Scofield  
Mr. Nathan Bonner



# Bodybuilding Categories

- Bikini
- Figure
- Men's Physique
- Classic Physique



**BODYBUILDING  
COMPETITION  
POSING  
SEMINAR**  
15 JULY @1100

Located Inside  
The Southside  
Fitness Center Spin  
Room

Learn how to pose for your respective category  
from some of the industry's best!

Sign up with  
the QR Code



- Get your questions answered
- Get the skinny down on do's and don'ts

Questions? Please call 480-0294/4500

OPEN TO ALL ID CARD  
HOLDERS 18+

# Goal / Expectations For Event

- First bodybuilding competition held here on RAB in 10+ years
  - **Currently sitting at 18 participants / volunteers**
- Showcase the amazing physique you can achieve through hard work, sacrifice, dedication and motivation
- Recognize the elites who took their fitness to the next level
- Creating an even playing field where the men and women of the armed service can compete in a fair and natural environment
- Create a fitness event that becomes annual and grows yearly
- Create/Start a **Mr & Ms USAFE Bodybuilding Championship**

# **What we would like to offer competitors**

- Refreshments (lots of water, Gatorade etc.) for the competitors
- Food (pizza, cupcakes, cookies etc.) Post competition Meal
- Goodie Bags
- Tanning Products
- Prizes



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# Legal Office

# Fundraising – “For Us By Us”

- “For us, by us” fundraising includes activities wherein Unit organizations composed primarily of DoD employees, or their dependents fundraise among their own members for the benefit of welfare funds for their own members or their dependents.”
- IAW DAFI 36-3101, paragraph 5.3.4.2, allows for “for us, by us” fundraising activities, when small amounts of cash are collected to assist unit members with personal misfortune.
- Collections “should be completely voluntary and anonymous”.
- Employees are not limited in the amount they contribute, however, the amount solicited from employees should not exceed \$10.



# Fundraising – Raffles

- Raffles must be held to support the PO's routine operations or for the direct benefit of Department of Defense personnel or their family members.
- Raffles must be authorized in advance by the Installation Commander or designee through fundraiser request.
- Raffles may not be authorized to raise money for an outside cause local or national group, such as local regional or national charities (including the Combined Federal Campaign).
- Raffles may be utilized for the benefit of the Air Force Assistance Fund if 100% of the proceeds are donated to the Fund. See DAFI 36-3101, section C.
- Raffles must not be conducted by military members or civilian employees during their duty time. Military members may not conduct raffles while in uniform at any time. Air Force personnel may participate in PO fundraising raffles only in a purely personal, unofficial, volunteer capacity at authorized locations and in ways that do not imply official endorsement.
- Raffles conducted strictly for a monetary prize are not authorized on the installation.



# Soliciting Donations

- ❖ Private Organizations and unit unofficial activities may accept gifts and donations from outside sources.
- ❖ Unit unofficial activities will not solicit gifts.
- ❖ Private Organizations will not solicit direct monetary gifts or donations (as distinguished from the sale of items of value) on base.
- ❖ Off-base solicitations must clearly indicate that they are for a Private Organization and not for the base or any official part of the Air Force.
- ❖ Donor/gift recognition may not be made publicly.
- ❖ Oral recognition of the gift or donation can only be made to members of the Private Organization or those present at an event benefiting from the donation/gift.

Sample Donation Letter

Date \_\_\_\_\_

Mr. and Mrs. John Smith  
Address \_\_\_\_\_  
Address \_\_\_\_\_

Dear Mr. and Mrs. Smith,

It is my pleasure to introduce you to my organization, \_\_\_\_\_.

Use a personal story about how an individual is doing better because of your organization's services.

Explain what your organization is doing.

Explain why it is important for your organization to be doing this work.

Explain your financial need. What do you need money for?

Ask for a donation. Be specific about the amount. Here is some good phrasing:  
The \_\_\_\_ organization respectfully requests \$ \_\_\_\_\_ to help support our \_\_\_\_\_  
(financial need).

Thank you for considering this letter of request. If you have any questions, please do not hesitate to contact me at \_\_\_\_ (email) or \_\_\_\_ (phone). I will follow up with you shortly.

Sincerely,

Name \_\_\_\_\_  
Position in Organization \_\_\_\_\_  
Organization Name \_\_\_\_\_



# Questions

