

Rules and Guidelines for Fundraising

After submission, the final approval can take up to fourteen (14) workdays and up to thirty (30) workdays if it involves a raffle or during CFC or AFAF drives.

All fundraiser request forms must be typed. No handwritten request will be accepted.

Please plan accordingly and submit requests as early as possible.

Advertisement/Solicitation

- It is NOT authorized to have any kind of Commercial Sponsorship; this is to include: Putting the logo of the company on marketing materials (promotional fliers/social media /wearable gear or equipment.) Display of banners or having an information table/display of merchandise, or to have representatives engaging in promotion or sales. Any donations may be verbally announced only at the event. Detailed information regarding this can be found in AFI 34-108 para1.4
- Door-to-door solicitation is prohibited in military housing areas. Access to military housing for door-to-door solicitation is and will be highly restricted.
- Advertisement of the event may not appear as official Air Force or installation endorsement of the event. All advertising must include "This is a private organization. It is not part of the Department of Defense or any of its components and it has no governmental status." In addition, organizations are not authorized to begin advertising until after the fundraiser request and advertisement forms have been approved.
- Installation Excellence Requirements must be followed. Properly placed flyers are the only authorized means of physical advertising. Do not use handmade signs. Advertisement WILL NOT be affixed to light poles, etc. Building Managers will approve flyers to be placed on bulletin boards in their buildings.
- For guidance on flags, please see Flag Memo DTD 200716 - FINAL, found at <https://86fss.com/private-organizations/forms-publications>.
- If this is a large fundraiser on base, the PO should inform the Gatekeeper of the event, as this could interfere with regular base operations. Email: 86aw.gatekeeper@us.af.mil or DSN:480-2964

Procedures during the fundraiser

- The fundraiser will be executed according to the approved fundraiser request form. Any changes that need to be made to the original request, must be sent back with the revisions made for another final approval.
- Private Organizations **must not** do anything that implies Federal endorsement of a fundraising event and **may not** actively participate in fundraising while on duty, in uniform, or while at the workplace.
- The Private Organization understands if an incident is to occur, the individual members of the requesting organization, rather than the Air Force, would be liable.
- Private Organizations nor unofficial activities are allowed to sell alcoholic beverages. An approved AAFES or 86 FSS vendor can sell at the event.
- A fundraiser **may not** consist of frequent/continuous resale activities or compete with the Exchange or NAFI activities.

Coordination

- Facility manager signature is always required. This is for the facility being used and cannot be the requester.
- If food preparation or cooking is involved Public Health (MDG) must sign the request form as well. Public Health can be reached by email: usaf.ramstein.86-mdg.mbx.86-omrs-food-safety@health.mil or at DSN 479-2243/2242.
- 86 FSS Private Organization Office can be reached by email: 86FSS.PrivateOrgs@us.af.mil or at DSN: 480-8728

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: Responsible Individual Email: Responsible Individual Phone Number(s):		Number of Expected Participants Children under 12 Adults
Event Location:		Request Number for this Quarter 1st 2nd 3rd

Event Description (including raffle information):	Check Yes or No Yes No
Purpose (funds raised are going to be used for):	1. Does this event occur during CFC or AFAF drives? 2. Is the requesting organization is primarily made up of AF/DoD members? 3. Will there be a raffle at this event? 4. Will this event will involve solicitation in base housing? 5. Will this organization obtain liability insurance if necessary? 6. Is this organization is registered with the 86 FSS POs' office with all documents are up to date, to including minutes and budgets? 7. Will the event involve food preparation? 8. Advertisement for this event will not be distributed until the 86 FSS POs' Office has approved it?
Prices of Products (price range is sufficient):	

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.

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).

Recommended Approval

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(For use by 86 FSS ONLY)

Private Organizations' Admin
86th Force Support Squadron