

Fundraising Guidance on Kadena Air Base
Please “Wet” Initial” after Reading Thoroughly

Conduct:

1. _____ Fundraising is not done by the unit or squadron. It is done by booster clubs, morale clubs, committees, etc. It is done in an “unofficial” capacity and may not be conducted during the member’s official duty hours.
2. _____ Military members may not conduct fundraisers in uniform (uniform includes but is not limited to boots, hats, helmets or berets). (AFI 34-223, para. 10.16.5)
3. _____ No DOD logos are allowed for the event, including advertising for the event (Logos include AF logo, Squadron logos, etc.). (AFI 34-223, para. 10.1.1)
4. _____ Private Organizations (POs) and Unofficial Activities (UAs) may not sell or serve alcoholic beverages. (AFI 34-223, para. 10.10)
5. _____ UAs may not conduct games of chance, lotteries, raffles, or other gambling-type activities under any circumstances. (AFI 34-223, para. 10.15.2)
6. _____ POs must furnish their own equipment, supplies, and other materials (including setup and tear down). (AFI 34-223, para. 11)
7. _____ The fundraiser is not purely for “commercial or personal financial gain”. Organizations are voluntary associations of private persons and do not conduct official business. (Local Directive)
8. _____ POs and UAs must not engage in activities that duplicate or compete with activities of the Army and Air Force Exchange Services (AAFES) or Services NAFIs. (AFI 34-223, para. 10.8)
9. _____ Military members and civilian employees MUST be off-duty, lunch or leave status to participate in fundraiser events. (AFI 34-223, para. 10.16.5)

Advertising:

1. _____ Must have approved fundraiser request memorandum from 18 FSS prior to advertising. (Local Directive)
2. _____ The fundraiser cannot be advertised at any gates, including large format signs and banners, hung from fences, etc. (Local Directive)
3. _____ Any printed posters you use to publicize your fundraiser may not be displayed in a facility without the permission of the facility manager.
4. _____ You may not display posters in any FSS facility (for a complete list see Venture Magazine).
5. _____ If your fundraiser is taking place at a FSS facility, you must coordinate your poster with FSS Marketing and make requested changes. The marketing office telephone number is 634-5078.
6. _____ If you wish to purchase a paid advertisement in Venture Magazine, contact 634-5078.
7. _____ Must prominently display the following disclaimer on all print and electronic media mentioning the PO’s/UA’s name confirming that the PO/UA is not part of the DoD: —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. (AFI 34-223, para. 10.1.2.3)
8. _____ Ensure that the base bulletin is used for fundraiser advertising versus using Gov't owned Computers and Gov't email addresses. Gov't owned computers, printers, paper, copiers, etc. are NOT to be used to create or reproduce these marketing materials. (AFI 34-223, para. 11/11.1.3)

Solicitations/Donations:

1. _____POs/UAs may not solicit for funds/gifts on base. This includes (but is not limited to) the commissary, BX, other organizations, FSS facilities, or any business on base. (AFI 34-223, para. 10.15)
2. _____Off base solicitations must clearly indicate they are for the PO/UA and not for the base or any part of the military. (AFI 34-223, para. 10.15.1.3)
3. _____Donor/gift recognition may not be made publicly. Recognition of the gift or donation can only be made to members of the PO or those present at an event benefiting from the donation/gift. (AFI 34-223, para. 10.15.1.3)
4. _____POs/UAs operating on an Air Force installation are prohibited from engaging in any conduct which has the effect of advertising for, making referrals to, or encouraging use of any commercial business concerns (logos on shirts, banners, etc.). (AFI 34-223, para. 10.15.1.1)

Combined Federal Campaign (CFC) and Air Force Assistance Fund (AFAF):

1. _____During the CFC or AFAF, as per 18 WG/CC, fundraising is not authorized in the workplace (offices, hangars and the flight line).
2. _____During the CFC or AFAF, as per 18 WG/CC, fundraising away from the workplace (base quarters, as well as entrances, lobbies, and concourses of buildings, schools, chapels, and other similar facilities) is authorized.
3. _____If you are fundraising within the CFC or AFAF time frame, your information (organization name, point of contact (POC) and phone number) will be forwarded to the Wing POC for the CFC or AFAF.
4. _____ Only during the CFC time frame are you able to donate to the CFC nationally recognized charities. All other funds wishing to be donated to such charities will commence at the start of next year's CFC. Donations given outside of the designated time frame for the CFC are not permitted. The list of all CFC recognized charities can be found at <http://cfcnca.org/charities>.

Alcohol:

1. _____Will alcohol be sold or served during the event by the PO/UA? CIRCLE ONE: YES or NO
2. _____If YES, per AFI 34-219, paragraph 2.1.6, approval for consumption of alcohol must be first obtained from the 18 WG/CC before the fundraiser request package is routed for approval from the 18 FSS/CC.

Fundraising Request Form

Section One – Organization/Contact Information		
Name of Private Organization/Unofficial Activity: (No Unit Symbols)		Date of Request <u>Submitted</u> to PO Monitor:
PO Representative: (No Rank)	Phone: (Non Duty)	Email Address: (Non-Government)

Section Two – Event Details	
Name of Event and Location:	Event Request # for this Quarter: <u>CIRCLE ONE:</u> 1st or 2nd
Event Details/Equipment being used:	
Date and time (start and end) of event:	Purpose of funds:
Item(s) to be sold and price (entry fees/admission charge)	Expected revenue from this event(\$):

Section Three – Rules and Guidelines for Fundraising
1. IAW AFI 34-223, <i>Private Organizations (POs) Program</i> , the 18 FSS/CC approves all fundraising events on Kadena AB. No fundraising event can be held at any time or place without prior approval. POs associated with military units may raise funds for unit-related activities. All other POs may raise funds for activities directly related to the function and purpose of the PO. POs will not conduct fundraising events that are not directly related to the purpose specified in the PO constitution. Fundraising prices will be fair and bear a reasonable relationship to the cost of goods and services provided. _____(initial)
2. Fundraising approval will be restricted to POs chartered on Kadena AB. POs will conduct no more than two fundraising events per quarter. Small fundraising events may be granted to UAs or base sponsored programs such as baseball teams, soccer teams, cheerleader groups etc., with 18 FSS/CC approval. _____(initial)
3. Please attach all advertisements to be used in association with the event to this request. Note the required DOD disclaimer can be found on page one under the Advertising section. _____(initial)
4. POs/UAs must submit fundraising requests to the PO Monitor NO LATER THAN 15 BUSINESS DAYS PRIOR to the scheduled event. The 15 business days are necessary for processing and approval of the fundraising event. If you wish to advertise, please account for that time when submitting your request. POs must have approved fundraiser request on hand at their event. _____(initial)

Section Four – Organization’s Signature
I request authorization to hold a fundraising event on Kadena AB. I certify that this organization is in compliance with AFI 34-223 and AFI 36-3101. Furthermore, I have initialed all items on pages one and two and read the notes in section three and understand them fully.
Private Organization Officer/Event POC (<u>Printed Name and Signature</u> : No Unit Symbols/Rank)

Section Five – Coordination and Authorization
Coordination for fundraising on KAB depends on the type of event proposed. The facility manager of the location where the event is to be held must coordinate to assure knowledge of the event, all other signatures are on a case by case basis.

Name: _____ Event Name: _____ Event Date: _____

Section 5(a). Signatures Obtained by the Private Organization/Unofficial Activity	
<p>1a. Event Location Coordination: (Mandatory: Endorsements from person/facility manager responsible in which the event is taking place, e.g. BX, Commissary, Burger King, 18 FSS Activity, etc.)</p> <p>(Printed Name, Signature and Date) _____ Facility Name _____</p>	<p>4. Water Use: (Mandatory for all car washes.)</p> <p>(Printed Name and Signature) _____ 18 CES/CEIE, Bldg. 3621</p>
<p>1b. Exchange Coordination: (Mandatory for events that could or do compete with the Exchange, e.g. rug sale or flower sale.)</p> <p>(Printed Name and Signature) _____ Facility Name _____</p>	<p>5. Ground Safety Office: (Mandatory when hosting a run/walk and or events that would use the Kadena AB roadways or events that require high physical activity.)</p> <p>(Printed Name and Signature) _____ 18 WG/SEG, Bldg. 908</p>
<p>1c. Additional Support: (Additional Endorsement for unique fundraiser requests can be placed in this block.)</p> <p>(Printed Name and Signature) _____ Facility Name _____</p>	<p>6. Anti-Terrorism: (Mandatory for events with 300 or more participants, i.e. run/walk and balls/banquets.)</p> <p>(Printed Name and Signature) _____ 18 WG/AT, Bldg. 705, Rm. 219</p>
<p>2. Public Health: (Mandatory if food is to be sold and/or given out.)</p> <p>(Printed Name and Signature) _____ 18 AMDS/SGPM, Bldg. 626 Rm. UD03</p>	<p>7. Security Forces: (Mandatory for run/walk, i.e., events that would use the Kadena AB roadways, or for events where alcohol is served and/or consumed.)</p> <p>(Printed Name and Signature) _____ 18 SFS, Bldg. 705</p>
<p>3. Fire Prevention: (Mandatory if food is being cooked or heated on sight and or/an external power source is needed for operations.) Is a site visit required? Yes / No Date: _____</p> <p>(Printed Name and Signature) _____ 18 CES/CEFP, Bldg. 739</p>	<p>8. Marketing: (Mandatory if your fundraiser is taking place in a FSS facility. Advertising material/method must be pre-approved by Marketing.)</p> <p>(Printed Name and Signature) _____ 18 FSS/FSK, Bldg. 88</p>
(For use by 18 FSS ONLY) Section 5(b). Obtained by PO Monitor	
Recommend Approval	Comments:
PO Monitor	
Recommend Approval	Comments:
18 WG/JA	
Recommend Approval	Comments:
18 FSS/FSR	
Recommend Approve/Disapprove	Comments:
VICKI FRAGOMELI, GS-14, DAF Deputy Director, 18th Force Support Squadron	
Approved/Disapproved	Comments:
GILBERT B. EDDY, Colonel, USAF Commander, 18th Force Support Squadron	