

**OFFICIAL REQUEST FOR APPROVAL FOR  
FUNDRAISING ACTIVITY IAW AFI 36-3101 and 34-223**

Instructions: Complete this form and provide the original with all necessary attachments to 366 FSS/FSR for approval. Your request will be coordinated with appropriate staffing agencies and a written response will be given to you. Therefore, it is necessary that you submit your request at least **2 weeks prior** to your proposed fundraising event. **Remember, you may not begin your fundraising effort until you have written approval from the 366th Force Support Squadron Commander.**

MEMORANDUM FOR 366 FSS/FSR

Date \_\_\_\_\_

FROM: \_\_\_\_\_  
(Name of Entity or Person Requesting Approval)

**Initial One:**

\_\_\_\_\_ This entity is a **private organization** and I have attached a copy of the most recent legal review of our constitution/charter/by-laws.

\_\_\_\_\_ This entity is an **unofficial activity/organization** and I have attached a copy of its financial history for the last 6 months which includes any monies it has received in the last 90 days.

SUBJECT: Fundraiser Request / Sports Tournament

1. We would like permission to conduct a

\_\_\_\_\_ fundraiser **or**  
(Type of Fundraiser)

\_\_\_\_\_ tournament  
(Sporting Event)

on \_\_\_\_\_ from \_\_\_\_\_-\_\_\_\_\_ at \_\_\_\_\_.  
(Date) (Time) (Place)

2. The following is a detailed explanation of our proposed fundraiser:

---

---

---

---

---

---

\*At a minimum, include: who is to be involved in the activity, where the proceeds of the fundraiser will go, prices, and any other information explaining the mechanics of the proposed event.

3. As the individual submitting this request for the entity named above, I certify the following to be true: **(You Must Initial Each Line)**

\_\_\_\_\_ a. This proposed fundraiser is NOT part of a continuous resale activity. The dates of our last fundraising activities were \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_.

\_\_\_\_\_ b. This proposed fundraiser does not involve the sale of alcohol or any form of gambling activity.

\_\_\_\_\_ c. Military members will not be in uniform during the fundraising event.

\_\_\_\_\_ d. The use of government resources will NOT be used. For example, government resources include phones, computers and equipment. Government resources do not include the building where the fundraiser is held, water or lights.

\_\_\_\_\_ e. This fundraiser will NOT involve the one-on-one solicitation of junior ranking members by higher-ranking participants in the fundraising effort, and not during duty hours

\_\_\_\_\_ f. The participants of this fundraiser will not solicit downtown businesses by asking or obtaining donations of any kind without prior written approval of the Mission Support Group Commander or designee. Additionally, organizations are prohibited from conducting raffles if the proceeds are purely for social, recreational, or entertainment purposes of the organization members. AFI 34-223, para. 10.16.2.2.

\_\_\_\_\_ g. Event approval extends only to the information provided. We understand that if we seek to change our event plans we would be required to obtain approval for any change.

\_\_\_\_\_ h. If the fundraising event involves the sale of food, a temporary food handlers permit application was submitted to 366 MDG Public Health and was approved on \_\_\_\_\_.  
(Date)

\_\_\_\_\_ i. The fundraiser will not involve any door-to-door solicitation on base.

\_\_\_\_\_ j. (Tournament Only) The tournament will comply with safety practices.

4. I am the organization's \_\_\_\_\_, if you have any questions, please contact  
(Title)  
me at \_\_\_\_\_.  
(Phone)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed Name)

1st Ind, Commissary Officer/AAFES Manager (Only Required for Activities on Commissary/BX Property)

MEMORANDUM FOR \_\_\_\_\_  
(Requesting Agency)

Approved/disapproved.

\_\_\_\_\_  
Commissary Officer or AAFES Manager

2d Ind, 366 FW/JA

MEMORANDUM FOR 366 FSS/DD

I have reviewed this fundraiser request and recommend that you approve/disapprove this event pursuant to AFI 36-3101 Table 1, Rule \_\_\_\_, and AFI 34-223. An additional legal review is/is not attached.

\_\_\_\_\_  
Staff Judge Advocate, 366 FW/JA

3d Ind, 366 FSS/DD

MEMORANDUM FOR \_\_\_\_\_  
(Requesting Agency)

Approved/disapproved.

\_\_\_\_\_  
CHARLES B. MILLER, YC-03, DAFC  
Deputy Commander, 366th Force Support Squadron

cc:  
366 FSS/FSR

**Note: Sponsorship in any form may not be solicited from on or off base agencies for this event.**