

## **Keesler Private and Unofficial Organizations** **Fundraising Request Instructions**

All fundraising packages (on or off base) are required to be submitted to the 81 FSS Resource Management Office (FSS/FSR) located in the Sablich building room 216.

**Private Organization Monitor:** Charity Luke @228-376-8353

**Step 1:** Draft the Fundraising Request Memo (do not use letterhead)

**Step 2:** Draft the Staff Summary Sheet (SSS)

**Step 3:** Email or obtain signature on the Staff Summary Sheet from Elizabeth Waters, 81st Training Wing Community Service Coordinator [elizabeth.waters@us.af.mil](mailto:elizabeth.waters@us.af.mil)

**Step 4:** For fundraisers that compete with AAFES, or when requesting to conduct a fundraiser on or around AAFES property, they must be included on the SSS coordination.

**Step 5:** For fundraisers involving food handling, Public Health (81 AMDS/SGPM) must be included in the coordination. The Public Health Approval letter must also be included in the package.

**Step 6:** Please be sure the Staff Summary Sheet and memo/letter are both signed (wet) before turning in.

**Step 7:** Once all of the above has been completed drop the fundraising package office at the FSS Resource Management Office **no later than 14 days prior to the event.**

Please note this list does not cover all of the regulations for a Private Organization, but is just a brief overview. For more information, please reference AFI 34-223, the Private Organization Guide, base legal office or the Private Organizations Monitor.