

9 July 2020

MEMORANDUM FOR 81 FSS/CC

FROM: [Organization Name]

SUBJECT: Request for Special Function/Fundraiser

1. IAW AFI 34-223, paragraph 10.10, [Organization Name] is requesting permission from 81 FSS/CC to operate the following function, and/or fundraiser:

- a. Type of function/fundraiser: XXX
- b. Date: XXX
- c. Location: XXX
- d. Material selling or displaying: XXX
- e. Method of accomplishment: Explain exactly how your items will be sold/distributed, etc. and how you will operate within fundraising regulations. For example, explain that org members will use their lunch hours to distribute pre-ordered food and will change out of their uniform to do so.
- f. Purpose of function/fundraiser: Try to be as specific as possible, if the specific use of the funds is not yet know, you could say something like, "the funds will be used to support/organize morale events for Squadron X."

2. We understand that the following regulations apply (place initials in parentheses)—see AFI 36-3101, *Fundraising Within the Air Force*, and AFI 34-223, *Private Organizations (PO) Program*:

- a. Only three fundraising activities may be conducted per calendar quarter. ()
- b. The activity cannot serve to advertise for, make referrals to, or encourage use of any commercial business (exception if event is being conducted through a third party). ()
- c. Alcoholic beverages may not be sold or served. ()
- d. Depending on the nature of the activity, liability insurance should be purchase. ()
- e. Participation by Air Force employees must be done in a personal, off-duty capacity (i.e., not in uniform, no reference to office, title, or position). ()
- f. Private organizations must conduct games of chance, lotteries, raffles, or other gambling-type activities in accordance with AFI 34-223, paragraph 10.20. Unofficial organizations may *not* conduct such activities. ()
- g. Fundraising activities during the Combined Federal Campaign and Air Force Assistance Fund are limited in accordance with AFI 36-3101, *Fundraising within the Air Force*. ()
- h. The following disclaimer will be displayed on all print and electronic media mentioning the fundraiser: "THIS IS A (PRIVATE ORGANIZATION)(UNOFFICIAL ACTIVITY). IT IS NOT A PART OF THE DEPARTMENT OF DEFENSE OR ANY OF ITS COMPONENTS AND IT HAS NO GOVERNMENTAL STATUS." ()

SIGNATURE PAGE TO ACCOMPANY
SUBJECT: Request for Special Function/Fundraiser
From: *[Organization Name]*

3. If you have any questions please contact my POC, _____ at 37X-XXXX.

NAME,
PO Position

1st Ind, 81 TRW/JA

MEMORANDUM FOR 81 FSS/CC

Recommend Approval/Disapproval

Judge Advocate, 81st Training Wing

2d Ind, 81 FSS/CC

MEMORANDUM FOR *[Organization Name]*

Approved/Disapproved

ANTHONY W. PEREZ, Major, USAF
Commander