

YOKOTA AB FUNDRAISER REQUEST

TO: 374 FSS/FSRPO		PERMIT # (FSR USE):
FROM (organization):		
POC, email, phone #:		Request # for Qtr. CY

NOTICE: I request authorization to hold the below fundraising event. If approved, I further expressly agree to indemnify and hold the United States of America harmless from and against all claims, loss, and liability, however caused, arising out of, or in any way connected with this event, whether or not caused or contributed to by the negligence or alleged misconduct on the part of any employee of the United States or member of the United States Armed Forces. I understand should an incident occur, the individual members of the requesting organization, rather than the Air Force, would be held liable.

EVENT DETAILS:

EVENT:
(ex: festival/car wash)

WHEN:
(date(s) & time(s))

WHERE: (must be common access area)
(if applicable include bldg and/or room #)

WHAT: (Describe Below):
(What are you Selling? Fundraiser or nonfundraiser. List all selling merchandise, foods, & drinks)

WHY (reason for hosting event):

NOTE: Attach event flyer(s) and/or advertisement materials when request is submitted for approval

GUIDELINES (Please check each guidance to acknowledge understanding and compliance): This form must be kept on hand during the entire fundraiser

- 1. The member of the requesting organization is primarily made up of SOFA, AD Military, DoD Members
- 2. All reporting requirements (fundraiser after action report) and documents (constitution/bylaws, financial data, audit, proof of insurance or waiver, roster) are up to date with the 374 FSS/FSRPO
- 3. Coordinated fundraising requests are **required to be submitted at least 30 days prior to proposed event**; requests using base-wide facilities or closure of roads or flight line (e.g. marathon), as well as planning for marketing /advertising must be processed with additional lead-time to ensure proper coordination prior to event. 374 Airlift Wing (AW) must be briefed on all events that require major logistics support
- 4. All fundraising activities must be coordinated through 374 AW/CC (or designee) and 374 AW/JA. DoD5500.7-R, DAFI 34-106, and AFI 36-3101 must be reviewed in addition to these instructions. Appropriate coordination and approval are required on all fundraising requests; ensure agencies have reviewed your request
- 5. Organizations are **limited to three (3) fundraisers per quarter**, and lengths of fundraisers are fact dependent
- 6. Fundraisers may not involve frequent/continuous resale activities or compete with AAFES Services/NAFI activities
- 7. POs may not conduct games of chance, lotteries, raffles, or other gambling-type activities other than those permitted by DAFI 34-106. Unofficial unit-activities (UAs) and unofficial activities (UAs) may not conduct games of chance, lotteries, raffles, or other gambling-type activities under any circumstances
- 8. POs will **not sell or serve or consume alcoholic beverages** on Air Force installations
- 9. Advertising may not occur until the fundraiser is approved. A copy of the advertisement must be included in the fundraiser packet for approval prior to dissemination. Advertisement shall not contain any official names belonging to the Air Force (such as unit names, office symbols, and rank). Additionally, the facility manager of the location of the fundraiser is required to approve any advertisement prior to posting flyers in buildings on base
- 10. POs must prominently display the following disclaimer on all print and electronic media mentioning the PO's name confirming that the PO 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"**
- 11. The JER prohibits the use of DoD communication resources 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)). DAFI 34-106, para. 6.2.3 states that "the use of Government equipment and systems for other than official purposes is extremely limited." POs and UAs shall not send base-wide emails to advertise the event. Advertisement of the event may not appear to be an official Air Force endorsement of the event
- 12. OFFICIAL CAPACITY: POs must not do anything that implies federal endorsement of a fundraising event. No sales or activities are authorized in your official capacity as a member of the Air Force or Federal Government [JER, Section 3-300]. All volunteers/members may not actively participate in fundraising while on duty or at workplace. Individuals must act in their **PERSONAL CAPACITY, be ON LEAVE OR SPECIAL PASS, and OUT OF MILITARY UNIFORM**. This means no set up or tear down of a fundraiser while in uniform. All DoD participants must understand that they may only participate in their capacity as individuals. Civilian employees, like military members, are subject to the requirements of DAFI 36-3101 and the Joint Ethics Regulation (JER)

COORDINATION (Digitally Sign or Print Name, Signature and Date): As Applicable

Facility Manager (Location):	Public Health (Food):	Civil Engineering:	Security Forces:
Safety:	Medical Group:	Fire Dept:	AW (event that requires logistical support):

FOR OFFICIAL USE ONLY: 374 FSS/FSRPO will route request to 374 AW/JA and 374 FSS/CC

Additional details and/or comments:

PRIVATE ORGANIZATION REPRESENTATIVE

SIGNATURE (I understand and agree to the Guidelines; violation of these will result in event cancellation and loss of PO privileges or fundraiser approvals)

374 FSS/FSRPO (1st IND)

374 AW/JA Signature (2nd IND):

Your signature below indicates that you have reviewed and approved this fundraiser

Comments:

Approved

Denied

While During the AFAF/CFC, this event can be considered permissible ad hoc fundraising under DAFI 36-3101; this event is unlikely to interfere with the AFAF/CFC, as it involves the exchange of goods and services as opposed to gratuitous giving. Sales should occur outside the workplace.

NON-FUNDRAISING N/A

374 FSS/CC

Your signature below indicates that you have reviewed and approved this fundraiser

Approved /

Denied

HASMIN M. BOLLING, Lt Col, USAF
Commander
374th Force Support Squadron

****If you do not receive an email back from the signing entity within 5 days confirming that they received your form/request, it may be beneficial to contact the DSN and speak to someone directly to confirm the email address you sent your request too is still current.****

AAFES / YCC Road Closure/Fundraiser Requests
Mr Vincent Lesesne
xxPACYokotaGMOoffice@aafes.com
TEL: 469-375-7519 Bldg 4108 Rm 100

**Community Centers
Taiyo / Yujo** Richard King
richard.king.46@us.af.mil
DSN 225-7553

Par 3 (Yokota) Toshiaki Nakamura
toshiaki.nakamura.jp@us.af.mil
DSN 225-8815

Golf Patrick Bowman
patrick.bowman.2@us.af.mil
I DSN 225-3426

Tama Hills George DeGrella
george.degrella@us.af.mil
DSN 227-5232

Arts and Crafts Gregory Lilly
gregory.lilly.3@us.af.mil
DSN 225 -2767

Bowling David Douttiel Jr.
david.douttiel@us.af.mil
DSN 225-7615 BLDG 1213

**Fitness Center (GYM)
Track** Chasity Heagerty
chasity.heagerty@us.af.mil
DSN 225-8319

**Bronco Field
Snyder Field
Friendship Field** Contact Youth Sports
DSN 225-4199

Post Office Post Office Post Master DSN 225-8707 / 225-7918

CES (car wash) 374ces.cce@us.af.mil DSN 225-7215 Bldg 838
George Matusak DSN 225-9395
george.matusak.1@us.af.mil

**Temporary Food
Booth/Food
Handlers Course** Public Health
DSN 225-5311
usaf.yokota.374-mdg.mbx.omrs-public-health@health.mil

Security Forces (5k) SSgt Aurbey Mathis
aurbey.matis@us.af.mil
DSN 225-7071

Public Affairs 374aw.pav3@us.af.mil
DSN 225-8833 Bldg 315

Capt Emma Quirk DSN 225-1099
emma.quirk.1@us.af.mil

AW & FSS Safety 374aw.sev3@us.af.mil
DSN 225-7233 Bldg 315 2nd flr

Perrin Miller DSN 225-9939 or 9600
perrin.miller.1@us.af.mil or 374FSS.CCS@us.af.mil

Fire Department DSN 225-9122 / 225-7290

AW/CC Col Richard McElhane
374AW.CCE@us.af.mil DSN 225-6961

When hosting a run/walk event the following items are considered a requirement:

1. Fundraiser request with correlating signatures
2. Road closure eSSS form with correlating signatures
3. Road map
4. Advertisement (if PO plans to advertise via social media, office bulletin boards, email, etc.)