

INSTRUCTIONS

Submit all documents to 87 FSS/FSRA org box 87FSS.Private.Organization@us.af.mil PO/UA monitor, who will then route

All official Private Organizations (PO) and unofficial Private Organizations/Activities (UA) must be 100% compliant in order to conduct a fundraiser on Joint Base McGuire Dix Lakehurst (JB MDL):

100% Compliancy:

Required Annually

Financial statements/reviews, and audit reports

Annual gross revenue for calendar year

List of officers to include email and phone number (annual or when changes are made)

Annual Review due at the POs year end (usually at election time)

Proof of Liability Insurance if applicable

Required Bi-Annually

Re-Establish as a PO

Constitution and Bylaws (bi-annual or when changes are made)

As required by your Constitution or at least annually

Meeting Minutes

Tax Exempt approval from IRS (if applicable)

1. Appropriate coordination and approval are required on all fundraising requests. Proper coordination procedures are listed below; please follow each to ensure the proper agencies have reviewed your request.
2. All fundraising activities must be coordinated through 87 FSS, 87 ABW/JA, and 87 FSS/CC. Generally, fundraising is governed by DoD 5500.7-R, AFI 34-223, and AFI 36-3101, **which should be reviewed in addition to these instructions. If you answer no to question 1** please explain in details area or separate memo.
3. **All UAs must attach a copy of the financial history / bank statements for the last 6 months, including any monies received in the last 90 days.**
4. PO/UAs **must not** do anything that implies Federal endorsement of a fundraising event and members **may not** actively participate in fundraising while on duty, in uniform, or while at the workplace. All DoD members who participate in this event must do so with a clear understanding that they may only do so in their capacity as individuals. Civilian employees, like military members, are subject to the requirements of AFI 36-3101 and the Joint Ethics Regulation (JER). **If you answer no to question 4** please explain in details area or separate memo.
5. No rank, DoD insignia or Wing letterhead to be used by requestor or in any documentation provided by requestor. PO/UAs may not use the seals, logos, or insignia of the DoD or any DoD Component, DoD organizational unit, or DoD installation on their letterhead, correspondence, titles, or in association with their programs, locations, or activities (AFI 34-223).
6. Fundraisers are to be conducted **away from** the workplace. The Installation Commander determines which areas of the installation are and are not workplaces. The AFI provides examples of what are considered "workplaces" (offices, hangers, flight lines) and what are not considered "workplaces" (base quarters, entrances, lobbies or concourses of buildings, schools, chapels, break rooms). The requirements that fundraising not occur at the workplace is not affected by the military status of those engaged in the fundraiser.
7. Generally, a fundraiser **may not** consist of frequent/continuous resale activities or compete with AAFES, Services, or NAFI activities. However, occasional sales are permitted. Occasional has been defined as not more than three (3) per calendar quarter, no exceptions. This fundraiser can be authorized if it complies with this definition. **If you answer yes to question 2** please explain in details area or separate memo.

8. For all PO/UAs fundraiser requests involving food preparation i.e., bake sale, chili sale, or any event that requires the handling of food, must also submit a copy of the Temp Food Handlers and once the request has been approved take the food handlers class and provide the FSS PO/UA monitor a copy of the completed certificate.

9. Soliciting Gifts and donations on base is **prohibited**. Door-to-door solicitation is prohibited in military housing areas. This prohibition exists to protect the security of the installation, avoid high-pressure sales techniques and allow military personnel and their families a peaceful living environment free from unwanted intrusion. As such, access to military housing for door-to-door solicitation is and will be highly restricted.

10. **Limited use of government email is authorized for sending messages on behalf of a chartered PO.** This includes publicizing fundraisers on the behalf of the PO, if the fundraising is being conducted among the members of the organization for the benefit of the members and their dependents (i.e. A Squadron booster club holding a fundraiser among its members in order to pay for the squadron's holiday party). The scope of the organization determines the extent of permissible e-mail use for that fundraiser (i.e. Installation-wide POs verses unit-level POs). This however, **DOES NOT** include use of government e-mail for fundraisers being held for the benefit of a third party such as an off-base non-profit organization or use of government e-mail by UAs regardless of the circumstances. (AFMAN 33-152, DoD 500.7-R, and AFI 33-119). Advertisement of the event may not appear to be official Air Force or JB MDL endorsement of the event.

11. Alcohol cannot be sold.

12. Advertising may not occur until the fundraiser is approved by 87 MSG/CC.

13. This form must be kept on hand during the entire fundraiser.

14. Solicitation of DoD personnel junior in rank, grade or position is **not** allowed.

15. PO/UAs must have liability insurance or request a waiver from the installation commander. The absence of liability insurance places all of the PO member's personal assets immediately at risk in the event of PO liability. POs are responsible to acquire tax exempt status from the IRS and NJ State Tax Office (if applicable). **If you answer Yes or N/A to Insurance Waiver** please explain in details area or separate memo.

16. POs and UAs are prohibited from engaging in actions which make it appear that the installation is endorsing or given special treatment to donors. **Off-Base Solicitation requests must include the below language in correspondence**

We are the ***** booster club. In order to support our organization, we are requesting that your off base business consider making a charitable donation of ***** for our event on *****. We are a private organization so although we cannot publicly recognize or advertise the donor of any gift secured through this effort, we can and will recognize donors through notices in our program pamphlet that will be distributed at the event.

JB MDL does not officially endorse any events like ours, which are wholly unofficial activities and organizations, not part of JB MDL or any official part of the Air Force.

Sincerely
Booster Club Event Chairman

17. Finally, in accordance with AFI 34-223, Paragraph 10.1.2.3. POs must prominently display the following disclaimer on all print 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."

COORDINATION

Once a complete corrected packet has been submitted to 87 FSS/FSRA org box, 87FSS.Private.Organization@us.af.mil , the approval process can take up to thirty (30) days. Please plan accordingly.

- A. Base facility proposed for use (copy of permission included)
- B. 87 FSS/FSR
- C. 87 FSS/CC
- D. 87 ABW/JA
- E. 87MSG/CC
- F. 87 AMDS/SGPM- only if the event involves handling or preparation of food (provide certificate of training to 87 FSS/FSR)