

# Joint Base San Antonio

## Private Organization Fundraising Request Form

Email to: 502FSS.FSRR.PrivateOrgs@us.af.mil

### Section One – Private Organization / Contact Information

Name of Private Organization: <i>(No unit or unit symbols)</i>		Date of Request:
Event Point of Contact:	Phone Number: <i>(No official numbers)</i>	Email Address: <i>(No official email addresses)</i>

### Section Two – Event Details

Event Description:		Request# for this quarter:
Miscellaneous event details:		
Date / Time of event:	Alternate Date / Time: <i>(will be used if original date is not available)</i>	
Prices of product/service to be sold: <i>(price range is sufficient)</i>	Purpose: <i>(what will funds collected support?)</i>	
Location:	Manning: <i>(who is working the event?)</i>	

### Section Three – Rules and Guidelines for Fundraising

- Advertisement / Solicitation
  - **PLEASE ATTACH ALL ADVERTISEMENTS TO BE USED IN ASSOCIATION WITH THIS EVENT TO THIS REQUEST/E-MAIL.**
  - Advertisements/promotion of the event should not take place until approved by the 502d Force Support Squadron Director.
  - Any media used in the promotion of this event must include the disclaimer "This is a private organization. It is not a part of the Department of (DoD) or any of its components and it has no governmental status".
  - Advertising of fundraising events can be done through unofficial channels, i.e.: unofficial bulletin boards, non-governmental social networks, word of mouth, etc.
  - Solicitation of DoD personnel junior in rank, grade or position is prohibited.
- During the Event
  - Military members may not participate in uniform, during on-duty status nor use their title in association with this event.
  - Private organizations may sell alcoholic beverages under certain circumstances only. Contact your private organization coordinator for details.
- Approval
  - Approval will be based upon the requested date, time and location ONLY. Any changes must be approved through the JB SA PO coordinator.
  - Private organizations authorized to operate on Joint Base San Antonio, in good standing, may fund raise up to three times per calendar quarter on the installation.
  - ***Approval not guaranteed if request is submitted to the private organization coordinator less than 15 business days prior to event with Section 5a completed.***
- Liability
  - If approved, I expressly agree to indemnify and hold the US Government harmless from and against any and 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 any 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 liable.

### Section Four – Organization's Signature

I request authorization to hold a fundraising event on JB SA. I certify that this organization is in compliance with AFI 34-223 and AFI 36-3101. Furthermore, I have read the notes in section three of this form and understand them fully. The organization will conduct this event with the strict understanding that violation of Air Force instruction, as outlined in the above notes, may result in the suspension or the outright removal of the organization's authorization to operate on Joint Base San Antonio.

Private Organization Officer

### Section Five – Coordination and Authorization

Coordination for fundraising on JBSA depends on the type of event proposed. The facility manager of the location where the event is to be held must coordinate to assure knowledge of the event. You may be required to coordinate with the Army and Air Force Exchange Service (AAFES) as POs are prohibited from competing with AAFES. Public Health/Preventive Medicine must coordinate on all events involving food. Food handler's certification is required; certification is a separate process. PO Coordinator (502 FSS/FSRR) will coordinate with 502 FSG/JA and 502 FSS Director for final approval (as delegated by 502 ABW/CC)

#### 5(a). Obtained by the Private Organization

Facility Management (1)	Comments:
Facility Management (2) <i>(if applicable)</i>	Comments:
Facility Management (3) <i>(if applicable)</i>	Comments:
Public Health <i>(if applicable)</i>	Comments:
Preventive Medicine <i>(if applicable, JBSA-FSH only)</i>	Comments:
Safety <i>(if applicable)</i>	Comments:
Security Forces <i>(if applicable)</i>	Comments:

#### **(For use by 502 FSS ONLY) 5(b). Obtained by 502 FSS PO Coordinator (For use by 502 FSS ONLY)**

502 FSS/FSRR Private Organization Coordinator	Comments:
502 FSG/JA	Comments:
502 FSS/CL	Comments:
502 FSG/CC <i>(if applicable)</i>	Comments: