

# SOLICITATION REQUEST

<b>TO: 1 SOFSS/FSRF</b> Hurlburt Field, Florida	<b>NAME OF RESPONSIBLE INDIVIDUAL/ PHONE NUMBER (No duty phone)</b>	<b>DATE OF REQUEST</b>
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NOTICE: I request authorization to hold a fundraising event at **N/A**. If approved, I further expressly agree to indemnify and hold the United States of America 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.

<b>ORGANIZATION REPRESENTED:</b>	<b>TIME(s) and DATE(s) OF FUNDRAISER</b>
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<b>Please Read Instructions on Reverse and Initial Next to Each Number</b>	<b>Fundraisers this Quarter (excluding this request)</b>
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<p><b>DETAILS of your event:</b> e.g., <i>WHO: Marlins Magic, WHAT: wishes to hold a cookie sale, WHERE: in front of the BX, WHY: funds to be used to offset cost of a unit party. (Be complete and if necessary, attach more information on a separate page.)</i></p> <p><b>WHO:</b></p> <p><b>WHAT: Solicitation Letter</b></p> <p><b>WHERE (Must be Common Access Area): Off-base in local community</b></p> <p><b>WHY:</b></p> <p><b>SIGNATURE</b> (I understand and agree to the guidelines on the reverse)</p>	<b>NO. OF EXPECTED PARTICIPANTS</b>		
	<b>ADULTS</b>	<b>CHILDREN UNDER</b>	
	N/A	12	
	N/A	N/A	
	<b>Yes</b>	<b>No</b>	<b>Check Yes or No on All</b>
	<input type="checkbox"/>	<input type="checkbox"/>	<p>1. The requesting organization is primarily made up of AF/DoD members.</p> <p>2. All participants will be volunteers, <b>not</b> in uniform, and, if the fundraiser is conducted during duty hours, will be on leave or special pass.</p> <p>3. This event involves food preparation. (If yes, see reverse)</p> <p>4. The location of this event is considered the workplace.</p> <p>5. This event involves off base solicitation.</p> <p>6. Official endorsement of this event is desired.</p>

**COORDINATION (see reverse)**

OFFICE	Facility	Safety	1 SOMDGM (Public Health)	1 SOFSS/FSRF	1 SOW/JA	1 SOFSS/CC
Initials/ Date	N/A	N/A	N/A		See below	See below

**1 SOW/JA RECOMMENDATION**     APPROVAL     APPROVAL (But see REMARKS)     DENIAL (Please see remarks)

**REMARKS:**

Rank/Name/Signature: \_\_\_\_\_ Review Date: \_\_\_\_\_

**DECISION OF APPROVAL AUTHORITY:** Your request to conduct a FUNDRAISER at the time(s) and date(s) indicated is:

APPROVED                       DENIED                       NOT APPLICABLE

**DECISION OF APPROVAL AUTHORITY:** Your request to conduct a SOLICITATION at the time(s) and date(s) indicated is:

APPROVED                       DENIED                       NOT APPLICABLE

**REMARKS/ LIMITATIONS:**

NAME, GRADE AND DUTY TITLE AMANDA J. PELKOWSKI, Lt Col, USAF Commander, 1st Special Operations Force Support Squadron	SIGNATURE
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## **GUIDELINES (Please initial all)**

- \_\_\_\_ 1. Appropriate coordination and approval are required on all fundraising requests. Proper coordination procedures are listed below. Please note that DAFI 36-3101 severely limits fundraising during CFC and AFAF.
- \_\_\_\_ 2. All fundraising activities must be coordinated through 1 SOW/CC (or delegate) and 1 SOW/JA. DoD 5500.7-R, AFI 34-223, and DAFI 36-3101 **must be reviewed in addition to these instructions**.
- \_\_\_\_ 3. Private organizations (POs) **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 the 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 34-223, DAFI 36-3101 and the Joint Ethics Regulation (JER).
- \_\_\_\_ 4. POs are prohibited from engaging in any conduct that has the effect of advertising for, making referrals to, or encouraging the use of any commercial business concerns.
- \_\_\_\_ 5. POs **may not** conduct games of chance, lotteries, raffles, or other gambling-type activities other than those permitted by AFI 34-223. Unofficial activities (UAs) **may not** conduct games of chance, lotteries, raffles, or other gambling-type activities **under any circumstances**.
- \_\_\_\_ 6. Fundraisers must be conducted **away from** the workplace. The installation commander determines which areas of the installation are and are not workplaces. DAFI 36-3101 provides examples. The requirement that fundraising not occur at the workplace is not affected by the military status of fundraisers.
- \_\_\_\_ 7. Fundraisers **may not** involve frequent/continuous resale activities or compete with AAFES Services/NAFI activities.
- \_\_\_\_ 8. Organizations are limited to three (3) fundraisers per quarter, and lengths of fundraisers are fact dependent.
- \_\_\_\_ 9. Direct solicitations for gift donations on base is prohibited, but UAs may solicit limited monetary donations IAW DAFI 36-3101 and the JER.
- \_\_\_\_ 10. 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.
- \_\_\_\_ 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)). AFI 34-223, para. 11.1.3 states that “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 or Hurlburt Field endorsement of the event.
- \_\_\_\_ 12. With prior approval, POs may solicit local businesses off base for donations or gifts. UAs are not allowed to solicit donations or fundraise off base. Organizations operating on the installation are prohibited from engaging in any conduct that has the effect of advertising for, making referrals to, or encouraging use of any commercial business.
- \_\_\_\_ 13. Alcohol cannot be sold or served. Any fundraiser involving the sale or preparation of food must comply with AFI 48-116, *Food Safety Program*, and be coordinated with the Hurlburt Field Public Health Office.
- \_\_\_\_ 14. This form must be kept on hand during the entire fundraiser.

## **COORDINATION**

- A. Base facility proposed for use
- B. 1 SOMDG/Public Health (881-4756) – only if the event involves handling or preparation of food
- C. Safety Office (884-5243) – if high likelihood of injury at the event (ex: Run, Softball Tournament, etc.)
- D. 1 SOFSS/FSRF (NAF Accounting Office will handle coordination below)
- E. Legal Office (1 SOW/JA)
- F. 1 SOFSS/CC