

## How to fill out the Fundraiser Request form

Page 1

“Name of Responsible Individual/phone number” - the name of the POC for the event and the phone number they want to be contacted at for any corrections and to let them know when it has been approved. No duty phone numbers please.

Next is the “Date of Request” - this is the date you send it to the NAF Accounting Office so that it can be forwarded to legal.

Directly below the name of the POC is a space to write where the fundraising event will be.

“Organization Represented” - this is where you would put the name of your organization for example (Hurlburt Spouses Club, Marlin Magic, or Moonlight Booster Club) - not your squadron name.

“Time(s) and Date (s) of the Fundraiser” – Date and time you would like to hold your fundraiser. REMEMBER fundraisers take a minimum of 2 weeks to be approved.

“Number Fundraisers this Quarter” - should be a zero, one or two. All organizations are only allowed 3 fundraisers per quarter no matter if they are on or off base. If this is the first one of the quarter then the number is zero.

“Details” section:

Who: Name of the organization represented

What: What are you doing? (i.e. Car Wash, Silent Auction, Burger Burn, etc.)

Where: What is the location of your event? (this cannot be the work place and has to be a common access area)

Why: For what reason are you holding this event? (i.e. to offset the cost of future morale events or for a scholarship program etc.)

“Signature” – No digital signatures please

“Number of Expected Participants” - this is a best guess estimate of how many people you hope attend your event, or for solicitation, how many businesses you hope donate

“YES/NO” section. Mark one.

1. Yes or No: Is your organization primarily made up of DOD personnel?
2. Yes or No: Your participants will be volunteers, NOT in uniform, and if the fundraiser is conducted during duty hours, will be on leave or special pass. This is a requirement and should be YES.
3. YES or NO: This event involves Food Preparation: Are you handling/cooking food? See Public Health requirements on page 2 of fundraiser request form.
4. YES or NO: The location of this event is considered the work place. This should be NO unless it is for the Combined Federal Campaign (CFC), the Air Force Assistance Fund (AFAF), or the Federal

Feeds Family Program. Fundraisers should be held in a Common Access location where anyone can go.

5. YES or NO: This event involves solicitation. This is where you go to the OFF-Base Business Community to ask for donations. You may not ask businesses (Services or AAFES) on-base.
6. YES or NO: Official Endorsement of this event is desired. This is usually reserved for CFC or AFAF. This should be NO for all other fundraisers.

”Coordination” - Requires Initials and Dates, if applicable

The first coordination block is for Facility: Where will you be holding the event? Whomever is in charge of the facility should initial here and date it. If you are going to a place far away and have been coordinating via e-mail, attach a copy of the email giving you permission to hold your event at their location.

”Safety” - If you are holding an event where there is a high likelihood someone could be injured, you must go to safety for their initials and date.

”1 SOMDG” - If your event involves food preparation you must go to public health and have them initial and date.

”1 SOFSS/FSRF” - The NAF Accounting Office will initial when all the pieces of your request (i.e. request form, any flyer being used, and solicitation letter if solicitation is involved) are correct and ready to be routed to legal.

PAGE 2

READ and INITIAL all the instructions on Page 2. Once completed you can scan all documents to [1SOFSS.NAF.AO.ORG@us.af.mil](mailto:1SOFSS.NAF.AO.ORG@us.af.mil) or hand deliver to the NAF AO at Bldg. 90327.

Flyer Instructions:

If you are going to be using a flyer for your event, it must be approved with your fundraiser request form.

When making your flyer, we recommend using Microsoft PowerPoint and sending electronically to the NAF Accounting Office in case any changes need to be made.

All Flyers should include the following:

Name of Organization Represented: Who is putting on the Event?

What Kind of Event is it? If you are holding your event at a particular business or selling a certain product remember you cannot advertise for the business. For example: “Krispy Kreme Doughnut Sale” would be called a “Donut Sale”.

Location: Where the event will be held?

Date/Time: When is the Event?

Cost: Is there a cost for the Event?

POC: Who can be contacted for more information? This section **CANNOT** have RANK, DUTY PHONE NUMBERS, AND/OR GOVERNMENT EMAIL ADDRESSES.

Any pictures used may not show rank or people in uniform.

No Official logos or Squadron symbols are to be used as this unintentionally denotes sponsorship by the Air Force, Base, Unit, and/or Squadron.

The flyer must include one of the following disclaimers:

For Registered Private Organizations:

*“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. This event is neither sponsored nor endorsed by the Air Force”.*

For Unofficial Activities:

*“Our organization is volunteering their off-duty time for this event that is completely unrelated to any official business of the United States Air Force or Hurlburt Field. This event is neither sponsored nor endorsed by the Air Force”.*