

PRIVATE ORGANIZATION - FUNDRAISER CHECKLIST

PRIVATE ORGANIZATION	DATE OF EVENT	NAME OF EVENT

SECTION A: If any answer under Section A is "YES" contact the Judge Advocate office for further review.	YES	NO	N/A
1. Does the fundraiser involve a raffle? <i>AFI 34-223, para. 10.20 – Fundraising requests involving raffles require Judge Advocate review.</i>			
2. Will the fundraiser occur during the CFC or AFAF campaigns? <i>Note: While Judge Advocate review of fundraisers occurring during the CFC or AFAF campaigns is not required, additional scrutiny of such fundraising requests is advisable.</i>			
3. Will the fundraiser occur in the workplace? <i>Note: POs may not perform fundraising events in the workplace except in limited situations. A legal review is advisable (but not required) if workplace fundraisers are requested.</i>			
4. Does the fundraiser advertise for, make referrals to, or encourage use of any commercial business? <i>Note: POs may not advertise for, make referrals to, or encourage use of a commercial business. However, there is an exception if the event is being conducted by a third party. A legal review is advisable in these situations.</i>			
SECTION B: If any answer under Section B is "YES" then the fundraiser may not be approved.	YES	NO	N/A
1. Does the fundraiser duplicate or compete with AAFES or NAFIs?			
2. Does the fundraiser involve the use of amusement machines, slot machines, or any other games of chance? <i>Note: POs are prohibited from conducting games of chance, lotteries, or other gambling activities (special consideration is made for certain types of raffles – JA legal review is required before the approval of raffles).</i>			
3. Has the PO already conducted three fundraising events this calendar quarter? <i>Note: POs are strictly limited to three (3) fundraising events per calendar quarter.</i>			
4. Does the PO intend on selling or serving alcoholic beverages at the fundraising event?			

SECTION C: If any answer under Section C is “NO” then the fundraiser may not be approved.	YES	NO	N/A
1. Has the PO obtained liability insurance or, in the alternative, has the PO obtained a liability insurance waiver covering the date of the fundraising event? <i>Note: Even if a waiver of liability insurance has been obtained by the PO, the installation commander/designee can require liability insurance for fundraising events that present a greater risk of injury or damage.</i>			
2. If the fundraiser involves the sale of food, has the PO obtained a public health waiver?			
3. Has the PO obtained permission for facility use? <i>Note: Permission for facility use should be received prior to fundraiser approval to avoid misunderstandings.</i>			
4. Does the PO acknowledge that use of official government email to send messages regarding their fundraiser is prohibited?			

If the answers to Section A and B are all “NO” and the answers to Section C are all “YES” then the fundraiser is permissible, subject to the approval of the FSS/CC.

PRIVATE ORGANIZATION REPRESENTATIVE:

SIGNATURE	TITLE

REVIEWED BY:

SIGNATURE	NAME AND GRADE

APPROVED BY FSS/CC:

SIGNATURE	NAME AND GRADE