



## Contact Legal Assistance

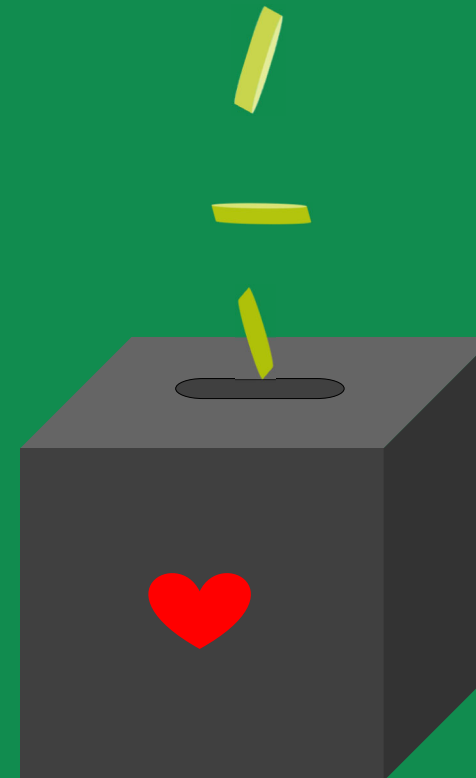
For legal assistance generally, make an appointment with the 412 TW/JA legal office

Walk-ins available for powers of attorney and notaries Monday—Thursday 9am-3pm

Phone: 661-277-4310

Email: [412tw.ja.workflow@us.af.mil](mailto:412tw.ja.workflow@us.af.mil)

Address: Trailer at 1 S. Rosamond Blvd., Edwards AFB, 93524



## Fundraisers

Edwards Air Force Base  
412 TW/JA





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### **No Competition with FSS or BX:**

The activities of your fundraiser must not compete with those the BX and FSS are offering. For example, if the BX is holding a food drive, your PO may not do so concurrently.

### **Prominent Display of Disclaimer:**

Because of the rule against official endorsement in any way, a disclaimer must be posted alongside all media advertising of the event: "THIS IS A PRIVATE ORGANIZATION. IT IS NOT PART OF THE DEPARTMENT OF DEFENSE OR ANY OF ITS COMPONENTS AND IT HAS NO GOVERNMENTAL STATUS."

### **No Solicitation of Gifts or Donations On Base:**

POs may not solicit gifts or donations on base. Off-base solicitations must contain the disclaimer described above. Donor recognition must not be made publically, only to PO members or those present at an event benefiting from the donation.

### **No PO Purchase From Commissary**

While individual PO members can purchase items from the commissary and donate them to the PO, the PO itself or in its official capacity may not purchase items from the commissary.



## General Rules

### **No Advertising Before Approval:**

Until the fundraiser has been approved, no advertisements for it may be disseminated.

### **Limit on Number of Fundraisers:**

An organization may not conduct more than three fundraisers per calendar quarter.

### **Bake Sales, Homemade Food:**

If your fundraiser includes the sale of food that is made in the kitchen of a private home, a placard must be clearly visible at the fundraiser that says "FOOD IS PREPARED IN A KITCHEN THAT IS NOT SUBJECT TO REGULATION AND INSPECTION BY THE REGULATORY AUTHORITY." You can pick up a sign at Public Health.

### **Open Fires and Barbeques:**

If your event includes an open fire or barbeque, it must be first coordinated through the Base Fire Department at Bldg. 2860.

### **No Alcoholic Beverages:**

No alcoholic beverages may be sold or served.



## Fundraising Successfully



### **The Governing Rules**

Fundraising is governed by AFI 36-3101. Peruse this short document, especially chapter five, to get a sense of the rules and requirements.

### **No Official Endorsement**

One of the most important rules is that you cannot endorse or appear to endorse a specific brand or product in your fundraiser. For example, you can advertise your event as a "Doughnut Fundraiser," but not a "Krispy Kreme Fundraiser."



### **Stay Within Rules**

You want to fundraise successfully to support your organization on base, to improve morale and welfare and the mission of the Air Force. It is a great goal that we are committed to helping you achieve.





## Requesting Approval

### Fundraiser Request Form

Once you decide to hold a fundraiser, the first step is to get it approved. The request form is provided by the Private Org office (412FSS.FSR.Private.Orgs@us.af.mil), and is the document that you will send to different applicable offices to get their successive approvals.

This document contains the most important rules your fundraiser will need to abide by. Make sure to read it closely. Fill out the form and then sign it. Be sure to include an adequately detailed description of the items to be sold.

### Location Approval

Depending on the location, the event may need to be first approved by the facility's manager. Locations requiring manager approval include the BX, Bowling Center, Outdoor Recreation, the Club, the Community Center, Fitness Center, and Golf Course.

### Food

If food is involved in the fundraiser, Public Health must sign off on the approval form.



## No Official Endorsement

While private organizations (PO) may fundraise on their own capacity, they may not do so on behalf of the Air Force, the Department of Defense, and the Government generally.

Care must be taken to ensure there is no endorsement or even the appearance of endorsement of specific products or companies by the Government.

PO members must act exclusively outside the scope of their official capacity. This means that you may not wear uniforms while participating in the fundraiser. Additionally, you must be off duty or on an approved break, and cannot use rank or position to influence others.

You may not use government email, equipment, systems, or logistical support to advertise for, arrange, support, or facilitate the fundraiser.

The PO members are jointly and severally liable for all obligations, and your personal assets, not Government ones, are at risk in the event the organization is sued.

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*Take care to ensure no official endorsement in any way*

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