

**BY ORDER OF THE COMMANDER
56TH FIGHTER WING (AETC)**

LUKE AFB INSTRUCTION 34-223



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Services

FUNDRAISING ON LUKE AFB

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements DoD 5500.7R, *Joint Ethics Regulations*, AFI 36-3101, *Fundraising Within the Air Force*, AFI 34-223, *Private Organization (PO) Program*, and IC1 to AFI 34-223, *Private Organization (PO) Program*. It establishes the processes for requesting, approving “occasional” fundraising on-base and the responsibilities of key personnel. “Occasional” is defined as not more than two (2) fundraising events per calendar quarter. It applies to all approved private organizations and unofficial activities (UAs) assigned or attached

to Luke Air Force Base. This publication does not apply to Air Force Reserve Command and to Air National Guard Units. Refer recommended changes and questions about this publication to the Office of Primary Responsibility using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional’s chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>.

SUMMARY OF CHANGES

This publication has been revised to include the following changes. The changes provide guidance for the PO Program on Luke Air Force Base. All references to Services have been changed to read Force Support Squadron (FSS).

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1. General. There are only two kinds of groups that can engage in fundraising: POs and UAs. Private organizations have constitutions and by-laws, and their operations are monitored by 56 FSS Resource Management (FSR). An unofficial activity is any other activity or organization that is not required to become a PO. Approval is required for all fundraising, regardless of the nature or size of the event. Delegation authority has been given to the 56 FSS Commander (CC) to approve or deny all fundraising events, as well as imposing any necessary conditions or restrictions.

2. Responsibilities.

2.1. POs. Submit a written request for a fundraiser approval to 56 FSS/FSR.

2.2. Unofficial Activities. Any unit or individual such as a collection to assist someone in need, will be considered an unofficial activity, and must also submit a written request for a fundraiser to 56 FSS/FSR.

2.3. Force Support Commander:

2.3.1. Monitors installation POs and unofficial activities/organizations.

2.3.2. Reviews and approves/disapproves each request for fundraisers.

3. Procedures

3.1. PO or unofficial activity will complete an appropriate fundraising request form, Attachment 2, Official Request for Approval for On Base Fundraising IAW AFI 36-3101.

3.1.1. Request must contain all indicated information.

3.1.2. Fundraising requests that have hot or cold food sales must have food handlers training provided by Public Health.

3.1.3. Fundraising requests will be then be forwarded to 56 FSS/FSR for review.

3.1.4. 56 FSS/FSR will review each request and forward the request through 56th Fighter Wing Judge Advocate (56 FW/JA) for legal review and to 56 FSS/CC for approval.

3.1.5. 56 FSS/CC will review and sign approving/disapproving the request. Signed request will be sent back to 56 FSS/FSR.

3.1.6. 56 FSS/FSR will notify the fundraiser POC that request has been approved and forward the approval request to the POC.

4. Required Documentation.

4.1. Any fundraiser involving the preparation or sale of foods, intended to be served either hot or cold, such as hamburgers, cold cut sandwiches, etc., must comply with the rules set by AFI 48-116, Food Safety Program, and have proof of food handlers training completion by Public Health.

4.2. Unofficial activities must provide a copy of its financial history for the last 6 months.

5. Restrictions.

5.1. Sale of alcoholic beverages is not authorized.

5.2. POs and unofficial activities/organizations are not authorized use of the DoD Morale, Welfare, and Recreation (MWR) Commercial Sponsorship policy.

5.3. POs and unofficial activities/organizations may accept gifts and donations. These organizations will not solicit gifts or donations on-base. Off-base solicitation must clearly indicate that they are for a PO or an unofficial activity/organization and not the base or any official part of the Air Force. Donor/gift recognition may not be made publicly. Recognition can only be made to members of the PO or those present at any event benefiting from the donation/gift.

5.3.1. POs and unofficial activities/organizations are prohibited from actions that make it appear that the installation is endorsing or giving special treatment to the donors/givers involved.

5.4. Conducting games of chance, lotteries, raffles, or other gambling-type activities except as provided in paragraph 5.5., below. Unofficial activities/organizations may not conduct games of chance, lotteries, raffles, or other gambling-type activities under any circumstances.

5.5. Those POs which are composed primarily of DoD personnel or their family members may conduct fundraising raffles on an Air Force installation on an occasional, infrequent basis when authorized in advance by the 56 FSS/CC subject to the limitations detailed below. Such raffles provide a means of extending needed services or other assistance to members of the DoD family, but failure to strictly follow the provisions below could result in the raffles violating the general gambling prohibition in DoD 5500/7-R, *Joint Ethics Regulation (JER)*. All requests to conduct raffles must be reviewed by the servicing Judge Advocate's office. Raffles must:

5.5.1. Not violate U.S., Arizona, or City of Glendale city ordinances and comply with any applicable requirements of such laws, e.g., securing required licenses or permits, filing application documents and/or reports, and the like. Arizona State law requires the PO to have been in existence for five consecutive years and have an approved tax exempt status.

5.5.2. Be for the benefit of DoD personnel or their family members. Raffles may not be authorized to raise money for local or national groups such as a regional or national Heart or Cancer Association whose funds would not benefit primarily DoD personnel or their family members.

5.5.2.1. In evaluating PO raffle fundraising requests, 56 FSS/CC must consider the proposed use of the proceeds and may approve only those requests which serve a charitable, civic, or other community welfare purpose within the DoD community which directly benefits DoD personnel or their family members. For example, commanders may approve raffles when the proceeds would be used for new playground equipment at a child development center or new furnishings at a youth center; to fund scholarship programs for DoD personnel and their family members; to donate money to base scouting organizations; or to provide food, clothing, shelter, or other relief to needy DoD personnel or their families.

5.5.2.2. Raffle requests to raise funds for purely social recreational, or entertainment purposes which benefit only individual PO members and/or their family members, such as to underwrite the cost of a weekend ski trip, a sight-seeing tour or a shopping excursion will not be approved.

5.5.2.3. Request for approval to conduct raffles must identify the purpose for which funds are being raised and the intended beneficiaries of the proceeds. They must also identify how the PO will ensure the proceeds are used only for the purpose and those beneficiaries.

5.5.3. Not be officially endorsed or supported except as permitted by section 3-210 and 3-211 of the JER.

5.5.4. Not be conducted in the workplace. With installation commander or designee approval, they may be conducted at public entrances and in community support facilities such as the lobby of the Base Exchange.

5.5.5. Not be conducted by military members or civilian employees during their duty time. Military members may not conduct raffles while in uniform at any time. Air Force personnel may participate in PO fundraising raffles only in a purely personal, unofficial, volunteer capacity at authorized locations and in ways that do not imply official endorsement.

JERRY D. HARRIS, JR., Brigadier General, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 34-201, *Use of Nonappropriated Funds*, 17 June 2002

AFI 34-223, *Private Organizations (PO) Program*, 8 March 2007; and IC 1, 30 November 2010

AFI 36-3101, *Fundraising Within the Air Force*, 12 July 2002

AFI 48-11, *Food Safety Program*, 22 March 2004

AFMAN 33-363, *Management of Records*, 1 March 2008

DoD 5500.7R, *Joint Ethics Regulations*, 29 March 2007

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFRIMS—Air Force Records Information Management System

CC—Commander

DoD—Department of Defense

FSS—Force Support Squadron

FW - Fighter Wing

JA—Judge Advocate

JER—Joint Ethics Regulations

MWR—Morale, Welfare, and Recreation

NAF—Nonappropriated Fund

PO—Private Organization

POC—Point of Contact

RDS—Records Disposition Schedule

UAs—unofficial activities

Attachment 2

**SAMPLE OFFICIAL REQUEST LETTER FOR APPROVAL FOR
ON BASE FUNDRAISING ACTIVITY IAW AFI 36-3101**

IMPORTANT!! READ THESE INSTRUCTIONS FIRST

Instructions: Complete this form and provide the original with all necessary attachments to 56 FSS/FSR. Final approval authority is 56th Force Support Commander. Your request will be coordinated with appropriate staffing agencies and a written response will be given to you. **It is necessary that you submit your request at least 3 weeks prior to the proposed event. Remember, you may not begin your fundraising effort until you have written approval from the 56th Force Support Squadron. You must also obtain permission from AAFES and/ or the commissary if you intend to conduct your fundraiser by the BX or Commissary. Please contact AAFES Business manager, at 623-935-2671 ext 1018 and/or the Commissary manager to schedule your event.**

MEMORANDUM FOR 56 FSS/FSR

FROM:

SUBJECT: Fundraiser Request -

1. Request permission to conduct a fundraiser as indicated below:

- a) Date and time of the proposed fundraiser:
- b) Location:
- c) Name of Organization:

2. The following is a detailed explanation of our proposed fundraiser:

Purpose:

What type of items will be offered for sale or donations:

How will proceeds be used:

3. As the individual submitting this request for the entity named above, I certify the following to be true: (you must initial each line)

____a. This proposed fundraiser is NOT part of a continuous resale activity. The dates of our last fundraising activities were _____, _____, and _____

___b. This proposed fundraiser does not involve the sale of alcohol or any form of gambling activity.

___c. If food is offered, a trained food handler will be present at all times during the event. (Food handler training can be obtained by contacting Public Health at 6-6176).

___d. Prior approval from the Luke Fire Chief has been obtained for our organization to grill food. Proper safety precautions will be taken and a fire extinguisher and telephone will be readily available.

___e. All military members will be in civilian attire and in a non-duty status.

___f. The use of government resources will NOT be used. The use of government resources (such as government supplies, equipment and email) to advertise the sale is prohibited. This prohibition extends to using official Air Force letterhead to request event approval.

___g. This fundraiser will NOT involve the one-on-one solicitation of junior ranking members by higher-ranking participants in the fundraising effort.

___h. The Joint Ethics Regulation, DoD 5500.7-R prohibits DoD employees from soliciting (asking or obtaining) donations from local businesses. The JER also prohibits raffles (selling tickets for a chance to win a prize).

___i. Event approval extends only to the information provided. We understand that if we seek to change our event plans we would be required to obtain approval for any change.

4. Point of contact for this request is:

Name:

Organization:

Telephone number:

E-mail address:

Attachment 3

SAMPLE OFFICIAL REQUEST FOR APPROVAL FOR FUNDRAISING ACTIVITY
IAW AFI 36-3101

SALE OF NON-FOOD ITEMS & BAKE SALES

IMPORTANT!! READ THESE INSTRUCTIONS FIRST

Instructions: Complete this form and provide the original with all necessary attachments to 56 FSS/FSR. Final approval authority is 56th Force Support Squadron Commander. Your request will be coordinated with appropriate staffing agencies and a written response will be given to you. **It is necessary that you submit your request at least 3 weeks prior to the proposed event. Remember, you may not begin your fund-raising effort until you have written approval from the 56th Force Support Squadron Commander**

MEMORANDUM FOR 56 FSS/FSR

Date

FROM: _____
Name of Entity Requesting Approval

* If your entity is an **unofficial activity/organization**, attach a copy of its financial history for the last six months, which shall include any monies it has received in the last 90 days.

SUBJECT: Fundraiser Request - Sale of Non-Food Items & Bake Sales

1. We would like permission to conduct a(n) _____ sale on _____
(Non-Food Item or Baked Goods)
_____ 20__ at _____.
(Date) (Place)

2. The following is a detailed explanation of our proposed fundraiser:

At a minimum, include: who is to be involved in the activity, what the proceeds of the fundraiser will be used for and any other information explaining the mechanics of the proposed event.

3. As the individual submitting this request for the entity named above, I certify the following to be true: (you must initial each line)

_____a. This proposed fundraiser is NOT part of a continuous resale activity. The dates of our last fundraising activities were _____, _____, and _____

_____b. This proposed fundraiser does not involve the sale of alcohol or any form of gambling activity.

_____c. All military members will be in the civilian attire and in a non-duty status.

_____d. The use of government resources will NOT be used. The use of government resources (such as government supplies, equipment and email) to advertise the sale is prohibited. This prohibition extends to using official Air Force letterhead to request event approval.

_____e. This fundraiser will NOT involve the one-on-one solicitation of junior ranking members by higher-ranking participants in the fundraising effort.

_____f. The Joint Ethics Regulation, DoD 5500.7-R prohibits DoD employees from soliciting (asking or obtaining) donations from local businesses. The JER also prohibits raffles (selling tickets for a chance to win a prize).

_____g. Event approval extends only to the information provided. We understand that if we seek to change our event plans we would be required to obtain approval for any change.

4. I am the organization's _____, if you have any questions, please contact me at _____ (Title)

(Phone)

(Signature)

(Print Name)

1st Ind, 56 FW/JA

MEMORANDUM FOR 56 FW/JA

Request for legal review.

Chief, Resource Management

2d Ind to _____, _____, **Fundraiser Request - Sale of Non-Food Items & Bake Sales**
(Entity) (Date)

56 FW/JA

MEMORANDUM FOR 56 MSG/CC

I have reviewed this fundraiser request and recommend that you approve/disapprove this event pursuant of AFI 36-3101, Table 1, Rule _____. An additional legal review is/is not attached.

Staff Judge Advocate, 56th Fighter Wing

3d Ind, 56 MSG/CC

MEMORANDUM FOR 56 FSS/FSR

Approve/Disapprove.

Commander, 56th Force Support Squadron

Attachment 4

SAMPLE OFFICIAL REQUEST FOR APPROVAL FOR FUNDRAISING ACTIVITY
IAW AFI 36-3101

HOT OR COLD FOOD SALES

IMPORTANT!! READ THESE INSTRUCTIONS FIRST

Instructions: Complete this form and provide the original with all necessary attachments to 56 FSS/FSR. Final approval authority is 56th Force Support Squadron Commander. Your request will be coordinated with appropriate staffing agencies and a written response will be given to you. **It is necessary that you submit your request at least 3 weeks prior to the proposed event. Remember, you may not begin your fund-raising effort until you have written approval from the 56th Force Support Squadron Commander**

MEMORANDUM FOR 56 FSS/FSR _____

Date

FROM: _____
Name of Entity Requesting Approval

* If your entity is an **unofficial activity/organization**, attach a copy of its financial history for the last six months which shall include any monies it has received in the last 90 days.

SUBJECT: Fundraiser Request - Hot Food Sales

1. We would like permission to conduct a(n) _____ sale on _____
(Item Being Cooked)
_____ 20__ at _____
(Date) (Place)

2. The following is a detailed explanation of our proposed fundraiser:

* At a minimum, include: who is to be involved in the activity, what the proceeds of the fundraiser will be used for and any other information explaining the mechanics of the proposed event.

3. As the individual submitting this request for the entity named above, I certify the following to be true: (you must initial each line)

_____ a. This proposed fundraiser is NOT part of a continuous resale activity. The dates of our last fundraising activities were _____, _____, and _____

_____ b. This proposed fundraiser does not involve the sale of alcohol or any form of gambling activity.

_____ c. A trained food handler will be present at all times during the event. (Food handler training can be obtained by contacting Public Heath at 6-6176).

_____ d. Prior approval from the Luke Fire Chief has been obtained for our location to grill food. Proper safety precautions will be taken and a fire extinguisher and telephone will be readily available.

_____ e. All military members will be in civilian attire and in a non-duty status.

_____ f. Government resources will NOT be used. The use of government resources (such as government supplies, equipment and email) to advertise the sale is prohibited. This prohibition extends to using official Air Force letterhead to request event approval.

_____ g. This fundraiser will NOT involve the one-on-one solicitation of junior ranking members by higher-ranking participants in the fundraising effort.

_____ h. The Joint Ethics Regulation, DoD 5500.7-R prohibits DoD employees from soliciting (asking or obtaining) donations from local businesses. The JER also prohibits raffles (selling tickets for a chance to win a prize).

_____ i. Event approval extends only to the information provided. We understand that if we seek to change our event plans we would be required to obtain approval for any change.

4. I am the organization's _____, if you have any questions, please contact
(Title)

me at _____
(Phone)

(Signature)

(Print Name)

1st Ind, 56 MDG/SGPM to _____, _____, **Fundraiser Request - Hot or Cold Food Sale**
(Entity) (Date)

MEMORANDUM FOR 56 FSS/FSR

I certify that the organization requesting fundraising approval has a food handler that has been trained by Public Health.

Public Health Representative

56 FSS/FSR

MEMORANDUM FOR 56 FW/JA

Request for legal review.

Chief, Resource Management

3d Ind, 56 FW/JA

MEMORANDUM FOR 56 MSG/CC

I have reviewed this fundraiser request and recommend that you approve/disapprove this event pursuant of AFI 36-3101, Table 1, Rule _____. An additional legal review is/is not attached.

Staff Judge Advocate, 56 Fighter Wing

4th Ind, 56 MSG/CC

MEMORANDUM FOR 56 FSS/FSR

Approve/Disapprove

Commander, 56th Force Support Squadron

Attachment 5

SAMPLE OFFICIAL REQUEST FOR APPROVAL FOR FUNDRAISING ACTIVITY
IAW AFI 36-3101

RAFFLE FUNDRAISER

IMPORTANT!! READ THESE INSTRUCTIONS FIRST

Instructions: Complete this form and provide the original with all necessary attachments to 56 FSS/FSR. Final approval authority is 56th Force Support Squadron Commander. Your request will be coordinated with appropriate staffing agencies and a written response will be given to you. **It is necessary that you submit your request at least 3 weeks prior to the proposed event. Remember, you may not begin your fund-raising effort until you have written approval from the 56th Force Support Squadron Commander**

MEMORANDUM FOR 56 FSS/FSR_____

Date

FROM: _____
Name of Entity Requesting Approval

* If you entity is an **unofficial activity/organization**, attach a copy of its financial history for the last six months which shall include any monies it has received in the last 90 days.

SUBJECT: Fundraiser Request - Raffle

1. We would like permission to conduct a(n) _____ sale on _____
(Item or Baked Goods)
_____ 20 ____ at _____.
(Date) (Place)

2. The following is a detailed explanation of our proposed fundraiser:

At a minimum, include: who is to be involved in the activity, what the proceeds of the fundraiser will be

used for and any other information explaining the mechanics of the proposed event.

3. As the individual submitting this request for the entity named above, I certify the following to be true: (you must initial each line)

_____a. Our organization is composed primarily of DoD personnel or their family members (AFI 34,223, para. 10.16.).

_____b. The raffle will be for the benefit of DoD personnel or their family members. (AFI 34-223, para. 10.16.2.).

_____c. The raffle will NOT be conducted in the workplace. (AFI 34-223, para. 10.16.4.).

_____d. All DoD personnel will be in civilian attire and in a non-duty status. (AFI 34-223, para. 10.16.4.).

_____e. The raffle will be conducted in a manner which does not imply official endorsement. (AFI 34-223, para. 10.16.5.).

_____f. Our organization is a qualified non-profit organization that received a "Letter of Determination" from the Internal Revenue Service granting this status and qualifies for an exemption from taxation of income under section 43-1201, paragraph 1, 2, 4, 5, 6, 7, 10 or 11 may conduct a raffle.

_____g. No member, director, officer, employee or agent of the nonprofit organization may receive any direct or indirect pecuniary benefit other than being able to participate in the raffle on a basis equal to all other participants. (Arizona Law 13-3301)

_____h. The nonprofit organization has been in existence continuously in the state of Arizona for a five year period immediately before conducting the raffle. (Arizona Law 13-3301)

_____i. No person except a bona fide local member of the sponsoring organization may participate directly or indirectly in the management, sales or operation of the raffle. (Arizona Law 13-3301)

4. I am the organization's _____, if you have any questions, please contact
(Title)

me at _____
(Phone)

(Signature)

(Print Name)

1st Ind to _____, _____, **Fundraiser Request - Raffle**
(Entity) (Date)

56 MDG/SGPM

MEMORANDUM FOR 56 FSS/FSR

I certify that the organization requesting fundraising approval has a food handler that has been trained by public health.

Public Health Representative

2d Ind , 56 FSS/FSR

MEMORANDUM FOR 56 FW/JA

Request for legal review.

Chief, Resource Management

3d Ind, 56 FW/JA

MEMORANDUM FOR 56 MSG/CC

I have reviewed this fundraiser request and recommend that you approve/disapprove this event pursuant of AFI 36-3101, Table 1, Rule_____. An additional legal review is/is not attached.

Staff Judge Advocate, 56th Fighter Wing

4th Ind, 56 MSG/CC to _____, _____, **Fundraiser Request - Raffle**
(Entity) (Date)

MEMORANDUM FOR 56 FSS/FSR

Approve/Disapprove

Commander, 56th Force Support Squadron

Attachment 6

SAMPLE OFFICIAL REQUEST FOR APPROVAL FOR FUNDRAISING ACTIVITY
IAW AFI 36-3101

SPORTS TOURNAMENT FUNDRAISER

IMPORTANT!! READ THESE INSTRUCTIONS FIRST

Instructions: Complete this form and provide the original with all necessary attachments to 56 FSS/FSR. Final approval authority is 56th Force Support Squadron Commander. Your request will be coordinated with appropriate staffing agencies and a written response will be given to you. **It is necessary that you submit your request at least 3 weeks prior to the proposed event. Remember, you may not begin your fund-raising effort until you have written approval from the 56th Force Support Squadron Commander**

MEMORANDUM FOR 56 FSS/FSR_____

Date

FROM: _____
Name of Entity Requesting Approval

* If you entity is an **unofficial activity/organization**, attach a copy of its financial history for the last six months which shall include any monies it has received in the last 90 days.

SUBJECT: Fundraiser Request - Sports Tournament

1. We would like permission to conduct a(n) _____ tournament
(sporting event)
on _____ 20__ at _____.
(Date) (Place)

2. The following is a detailed explanation of our proposed fundraiser:

At a minimum, include: who is to be involved in the activity, what the proceeds of the fundraiser will be

used for and any other information explaining the mechanics of the proposed event.

3. As the individual submitting this request for the entity names above, I certify the following to be true: (you must initial each line)

___a. This proposed fundraiser is NOT part of a continuous resale activity. The dates of our last fundraising activities were _____, _____, and _____.

___b. This proposed fundraiser does not involve the sale of alcohol or any form of gambling activity.

___c. All military members will be in civilian attire and in a non-duty status.

___d. Government resources will NOT be used. The use of government resources (such as government supplies, equipment and email) to advertise the sale is prohibited. This prohibition extends to using official Air Force letterhead to request event approval.

___e. This fundraiser will NOT involve the one-on-one solicitation of junior members by higher ranking participants in the fundraising effort.

___f. The Joint Ethics Regulation, DoD 5500.7-R prohibits DoD employees from soliciting (asking or obtaining) donations from local businesses. The JER also prohibits raffles (selling tickets for a chance to win a prize).

___g. The tournament will comply with safety practices.

___h. Event approval extends only to information provided. We understand that if we seek to change our event plans we would be required to obtain approval for any change.

4. I am the organization's _____, if you have any questions, please contact me at _____.

(Phone)

(Signature)

(Printed Name)

MEMORANDUM FOR 56 FW/JA

Request for legal review

Chief, Resource Management

2d Ind to, _____, _____, **Fundraiser Request - Sports Tournament**
(Entity) (Date)

56 FW/JA

MEMORANDUM FOR 56 MSG/CC

I have reviewed this fundraiser request and recommend that you approve/disapprove this event pursuant to AFI 36-3101, Table 1, Rule _____. An additional legal review is/is not attached.

Staff Judge Advocate, 56th Fighter Wing

3d Ind, 56 MSG/CC

MEMORANDUM FOR 56 FSS/FSR

Approve/Disapprove.

Commander, 56th Force Support Squadron