

**BY ORDER OF THE COMMANDER  
LUKE AIR FORCE BASE (AETC)**

**LUKE AIR FORCE BASE  
INSTRUCTION 34-223**



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**Services**

**FUNDRAISING ON LUKE AFB**

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(Lt Col Fany E. Colon De Hayes)

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This instruction implements Department of Defense (DoD) 5500.7R, *Joint Ethics Regulations (JER)*; AFI 36-3101, *Fundraising*; and 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 three (3) fundraising events per calendar quarter. It applies to all approved private organizations and unofficial activities (UAs) assigned or attached to Luke Air Force Base (LUKEAFB). 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 DAF Form 847, *Recommendation for Change of Publication*; route DAF Form 847 from the field through the appropriate functional's chain of command. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. The authorities to waive wing, unit, delta or garrison level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. Submit requests for waivers through the chain of command to the appropriate tier waiver approval authority or alternately to the publication OPR for non-tiered compliance items. See DAF Manual (DAFMAN) 90-161, *Publishing Processes and Procedures*, for a description of the authorities associated with the tier numbers. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

## ***SUMMARY OF CHANGES***

**This publication has been revised to include the following changes.** The changes include: updates guidance for the Private Organization (PO) Program on Luke Air Force Base. All references to Services have been changed to read Force Support Squadron (FSS). Adds the newly approved prescribed form, LUKEAFB Form 90, *Private Organization (PO)/ Unofficial Activity (UA) Fundraising Request*.

### **1. General.**

1.1. There are only two kinds of groups that can engage in fundraising: POs and UAs.

1.1.1. Private organizations (POs) have constitutions and by-laws, and their operations are monitored by 56 FSS Resource Management (FSR).

1.1.2. An unofficial unit-affiliated activity (UA) 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. All POs must be in compliance before requesting any and all fundraisers. 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:

2.2. Submit a filled out LUKEAFB Form 90, with all appropriate signatures for approval to 56 FSS/FSR (PO Monitor).

2.3. UA:

2.4. Any unit-affiliated or individual (e.g., coffee funds or collection to assist someone in need), will be considered an unofficial activity, and must submit a written fundraiser request form for approval to 56 FSS/FSR.

2.5. Force Support Commander:

2.5.1. Monitors installation POs and UAs.

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

### **3. Procedures.**

3.1. POs/UAs must submit LUKEAFB Form 90, fundraising requests to the PO Monitor no later than **15-business days** prior to scheduled event.

3.2. PO or UA will complete an appropriate fundraising request form, LUKEAFB Form 90, Attachment 2, Official Request for Approval for On Base Fundraising IAW AFI 36-3101, *Fundraising*.

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

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

3.5. 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.

3.6. 56 FSS/FSR will notify the fundraiser POC that request has been approved and forward the approval request to the POC.

3.7. All On-base fundraisers require 56 FW/JA and 56 FSS/CC approval before moving forward on any and all fundraisers. Off-base fundraisers only requires submitting the fundraiser request form to the 56 FSS/FSR (PO Monitor) office.

#### **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.

4.2. UAs must provide a copy of their financial history for the last 6 months.

#### **5. Restrictions.**

5.1. Sale of alcoholic beverages is not authorized.

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

5.3. POs/UAs 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/UA 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/UAs are prohibited from actions that make it appear that the installation is endorsing or giving special treatment to the donors/givers involved.

5.4. UAs may not conduct games of chance, lotteries, raffles, or other gambling-type activities under any circumstances.

5.5. POs which are composed primarily of DoD personnel, or their family members may conduct fundraising raffles on Luke AFB 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 56 FW/JA.

5.6. Combined Federal Campaign (CFC)) and Air Force Assistance Fund Campaign (AFAFC).

5.6.1. Fundraising should generally not interfere with, or detract from, the Combined Federal Campaign or Air Force Assistance Fund Campaigns. However, because of the annual timing of the campaign, fundraising to support unit holiday parties is allowed during the Combined Federal Campaign. No workplace (desk-to-desk) fundraising or payroll deductions are authorized to support Non-Federal Entities or Private Organizations other than the Air Force Assistance Fund and Combined Federal Campaigns. Limited workplace (desk-to-desk) fundraising is allowed by unit unofficial activities/social funds.

5.7. Raffles must:

5.8. 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.

5.8.1. 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 (e.g., Heart or Cancer Association whose funds would not benefit primarily DoD personnel or their family members).

5.8.2. In evaluating PO raffle LUKEAFB Form 90, *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.

5.8.3. 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.

5.8.4. 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.

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

5.8.4.2. 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.

5.8.4.3. 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.

5.8.5. UAs can be officially supported and endorsed (including through the use of on-duty personnel and official communications systems, (e-mails) as long as it stays within the squadron, no advertising outside of it. For POs, official communications systems may be used to advertise events of POSSIBLE interest to unit Airmen including (e.g., lunchtime sale of food by PO/UA in a public area adjacent to the unit's geographic footprint, contact PO Monitor for more information). To avoid the appearance of endorsement, such communications should originate from the base Public Affairs Office or through other routine channels. They should not originate with the unit leadership.

**6. Solicitations/Donations.**

- 6.1. POs/UAs may accept gifts and donations from outside sources.
- 6.2. POs will not solicit direct monetary gifts or donations (as distinguished from the sale of items of value) on base.
- 6.3. Off-base solicitations must clearly indicate that they are for a PO and not for the base or any official part of the Air Force.

JASON M. RUESCHHOFF  
Brigadier General, USAF  
Commander, 56th Fighter Wing

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFMAN 34-201, *Use of Non-Appropriated Funds*, 27 September 2018

AFI 33-322, *Records Management and Information Governance Program*, 27 July 2021

AFI 34-223, *Private Organizations (PO) Program*, 13 December 2018

AFI 36-3101, *Fundraising*, 9 October 2018

AFI 48-116, *Food Safety Program*, 10 September 2018

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

***Prescribed Form***

LUKEAFB Form 90, *Private Organization (PO)/Unofficial Activity (UA) Fundraising Request*

***Adopted Forms***

DAF 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 Record 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**—Non-appropriated Fund

**PO**—Private Organization

**POC**—Point of Contact

**RDS**—Records Disposition Schedule

**UAs**—Unofficial Activities

Attachment 2

SAMPLE PO/UA FUNDRAISING REQUEST FORM

Figure A2.1. Draft -LUKEAFB Form 90, PO/UA Fundraising Request Form (4 pages).

PRIVATE ORGANIZATION (PO) / UNOFFICIAL ACTIVITY (UA) FUNDRAISING REQUEST			
<b>Section One--Organization Contact Information</b>			
Name of PO/UA: <i>(No Unit Symbols)</i>			DATE OF REQUEST
PO/UA Representative: <i>(No Rank)</i>		Phone: <i>(Non-Duty)</i>	Email Address: <i>(Non-Government)</i>
<b>Section Two--Event Details</b>			
Event Description:			Request # for this Quarter: MARK ONE: <input type="radio"/> 1st <input type="radio"/> 2nd <input type="radio"/> 3rd
Event Details: <i>(Electrical and/or cooking equipment being used)</i>			
Event Start		Event Stop	
Date:	Time:	Date:	Time:
Purpose of Funds			
Item(s) to be sold/entry fees/admission charge:		Expected Revenue from this Event:	
<b>Section Three--Rules and Guidelines for Fundraising</b>			
<p>1. IAW AFI 34-223, <i>Private Organizations (POs) Program</i>, the 56 FSS/CC approves all fundraising events on Luke AFB. No fundraising event can be held at any time or place without prior approval. POs associated with military units may raise funds for unit-related activities. All other POs may raise funds for activities directly related to the function and purpose of the PO. POs will not conduct fundraising events that are not directly related to the purpose specified in the PO constitution. Fundraising prices will be fair and bear reasonable relationship to the cost of goods and services provided.</p> <p>2. Fundraising approval will be restricted to POs chartered on Luke AFB. POs will conduct no more than three fundraising events per quarter. Small fundraising events may be granted to UAs (Unofficial Activities) or base sponsored programs such as baseball teams, soccer teams, cheerleader groups, etc., with 56 FSS/CC approval. <b>Combined Federal Campaign (CFC) and Air Force Assistance Fund Campaign (AFAFC).</b> Fundraising should generally not interfere with, or detract from, the Combined Federal Campaign or Air Force Assistance Fund Campaigns. However, because of the annual timing of the campaign, fundraising to support unit holiday parties is allowed during the Combined Federal Campaign. No workplace (desk-to-desk) fundraising or payroll deductions are authorized to support Non-Federal Entities or Private Organizations other than the Air Force Assistance Fund and Combined Federal Campaigns. Limited workplace (desk-to-desk) fundraising is allowed by unit unofficial activities/social funds.</p> <p>3. POs must be in good standing (all AFI 34-223 mandated documents are on file and current with 56 FSS/FSR PO Monitor) prior to fundraiser request approval. Please attach all advertisements to be used in association with the event to this request. Note the required DOD disclaimer can be found on page one under the Advertising section.</p> <p>4. POs/UAs must submit fundraising requests to the PO Monitor <b>no later than 15 business days prior to scheduled event.</b> Fundraising requests that contain raffles, high risk events, etc. must be submitted to the PO Monitor <b>no later than 25 business days prior to the scheduled event. The 15/25 business days are necessary for processing and approval of the fundraising event. If you wish to advertise, please account for that time when submitting your request.</b> POs/UAs must have approved fundraiser request on hand at their event.</p>			
<b>Section Four-- Organization's Signature</b>			
I request authorization to hold a fundraiser event on Luke AFB. I certify that this organization is in compliance with AFI 34-223 and AFI 36-3101. Furthermore, I have initialed all items on page one and two and read the notes in section three and understand them fully.			
PO/UA Officer/Event POC Printed Name: <i>(No Unit Symbols/Rank)</i>		PO/UA Officer/Event POC Signature:	

PRIVATE ORGANIZATION (PO) / UNOFFICIAL ACTIVITY (UA) FUNDRAISING REQUEST <i>(Continued)</i>	
<b>Section Five -- Coordination and Authorization</b>	
Coordination for fundraising on LAFB depends on the type of event proposed. The facility manager of the location where the event is to be held must coordinate to assure knowledge of the event, all other signatures are on a case by case basis.	
<b>Section Five (a) -- Signatures Obtained by the PO/UA</b>	
<b>1a. Event Location Coordination:</b> <i>(Mandatory: Endorsements from person/facility manager responsible in which the event is taking place, e.g. BX, Commissary, Burger King, 56 FSS Activity, etc.)</i>	<b>4. Water Use:</b> <i>(Mandatory for all car washes.)</i>
Facility Name:	Facility Name: 56 CES/CEIE
Printed Name:	Printed Name:
Signature 	Signature 
<b>1b. Exchange Coordination:</b> <i>(Mandatory: Endorsement from Foster Exchange Headquarters for events that could do or do compete with the Exchange, e.g. rug sale or flower sale.)</i>	<b>5. Ground Safety Office:</b> <i>(Mandatory when hosting a run/walk and/or events that would use the Luke AFB roadways or events that require physical activity.)</i>
Facility Name:	Facility Name: 56 FW/SEG
Printed Name:	Printed Name:
Signature 	Signature 
<b>1c. Additional Support:</b> <i>(Additional Endorsement for unique fundraiser requests can be placed in this block.)</i>	<b>6. Anti-Terrorism:</b> <i>(Mandatory for events with 300 or more participants, i.e. run/walk and balls/banquets.)</i>
Facility Name:	Facility Name: AFOSI DET 421
Printed Name:	Printed Name:
Signature 	Signature 
<b>2. Public Health:</b> <i>(Mandatory if food is to be sold and/or given out.)</i>	<b>7. Security Forces:</b> <i>(Mandatory for run/walk.)</i>
Facility Name: 56 MDG/SGPM, Bldg. 1130	Facility Name: 56 SFS
Printed Name:	Printed Name:
Signature 	Signature 
<b>3. Fire Prevention:</b> <i>(Mandatory if food is being cooked or heated on sight and/or an external power source is needed for operations.)</i>	<b>8. Marketing:</b> <i>(Mandatory for fundraisers taking place in a FSS facility. Please coordinate your advertisements for your fundraiser)</i>
Is a site visit required? <input type="radio"/> Yes <input type="radio"/> No	Date of visit:
Facility Name: 56 CES/CEFP	Facility Name: 56 FSS/FSK
Printed Name:	Printed Name:
Signature 	Signature 

PRIVATE ORGANIZATION (PO) / UNOFFICIAL ACTIVITY (UA) FUNDRAISING REQUEST (Continued)	
(FOR FSS USE ONLY)	
Section Five (b) -- Obtained by PO Monitor	
PO Monitor Recommend Approval? <input type="radio"/> Approval <input type="radio"/> Disapproval Printed Name: Signature	Comments:
56 FW/JA Recommend Approval? <input type="radio"/> Approval <input type="radio"/> Disapproval Printed Name: Signature	Comments:
56 FSS/FSR Recommend Approval? <input type="radio"/> Approval <input type="radio"/> Disapproval Printed Name: Signature	Comments:
Deputy Director, 56th Force Support Squadron Recommend Approval? <input type="radio"/> Approval <input type="radio"/> Disapproval Printed Name: Signature	Comments:
Commander, 56th Force Support Squadron Recommend Approval? <input type="radio"/> Approval <input type="radio"/> Disapproval Printed Name: Signature	Comments:
(Empty space for additional comments or notes)	

PRIVATE ORGANIZATION (PO) / UNOFFICIAL ACTIVITY (UA) FUNDRAISING REQUEST <i>(Continued)</i>	
<b>Section Six – FUNDRAISING GUIDANCE ON LUKE AFB</b> <b>(Please initial after reading thoroughly)</b>	
<b>Conduct:</b>	
<input type="checkbox"/>	1. Fundraising is not done by unit or squadron. It is done by booster clubs, morale clubs, committees, etc. It is done in an "unofficial" capacity and may not be conducted during the member's official hours.
<input type="checkbox"/>	2. Military members may not conduct fundraisers during duty time (AFI 34-223, para. 10.16.5.)
<input type="checkbox"/>	3. No DOD logos are allowed for the event, including advertising for the event (logos include AF logo, Squadron logos, etc.).(AFI 34-223, para. 10.1.1.)
<input type="checkbox"/>	4. POs/UAs may not sell or serve alcoholic beverages. (AFI 34-223, para. 10.10.)
<input type="checkbox"/>	5. POs/UAs may not conduct games of chance, lotteries, raffles, or other gambling-type activities (AFI 34-223, para. 10.9.) POs that are composed primarily of DOD personnel or their family members may conduct raffles on an Air Force installation on an occasional, infrequent basis (AFI 34-223, para 10.20.)
<input type="checkbox"/>	6. POs/UAs must furnish their own equipment, supplies, and other materials (including setup and tear down). (AFI 34-223,para. 11.)
<input type="checkbox"/>	7. POs/UAs must not engage in activities that duplicate or compete with activities of the Army and Air Force Exchange(AAFES) or Services NAFIs. (AFI 34-223, para. 10.8.)
<input type="checkbox"/>	8. Fundraisers should not interfere with, or detract from the CFC or AFAF. Because of the timing, fundraising to support unit holiday parties is allowed during the CFC.
<b>Advertising:</b>	
<input type="checkbox"/>	1. Any printed posters you use to publicize your fundraiser may not be displayed in a facility without permission of the facility manager.
<input type="checkbox"/>	2. If your fundraiser is taking place at a FSS facility, you must coordinate your poster with FSS Marketing and make requested changes. The marketing office telephone number is 856-3245.
<input type="checkbox"/>	3. Must prominently display the following disclaimer on all print and electronic media mentioning the PO's/UA's name confirming that the PO/UA is not part of the DoD: -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. (AFI 34-223,para. 10.1.2.3.)
<b>Solicitations/Donations:</b>	
<input type="checkbox"/>	1. POs/UAs may not solicit for funds/gifts on base. This includes (but is not limited to) the commissary, BX, other organizations, FSS facilities, or any business on base. (AFI 34-223, para. 10.19.)
<input type="checkbox"/>	2. Off base solicitations must clearly indicate they are for the PO/UA and not for the base or any part of the military. (AFI 34-223, para. 10.19.1.3.)
<input type="checkbox"/>	3. Must prominently display the following disclaimer on all print and electronic media mentioning the PO's/UA's name confirming that the PO/UA is not part of the DoD: -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. (AFI 34-223,para. 10.1.2.3.)
<input type="checkbox"/>	4. Donor/gift recognition may not be made publicly. Recognition of the gift or donation can only be made to members of the PO/UA or those present at an event benefiting from the donation/gift. (AFI 34-223, para. 10.19.1.3.)
<input type="checkbox"/>	5. POs/UAs operating on an Air Force installation are prohibited from engaging in any conduct which has the effect of advertising for, making referrals to, or encouraging use of any commercial business concerns (logos on shirts, banners, etc.). (AFI 34-223, para. 10.13.)
<b>Alcohol:</b>	
<input type="checkbox"/>	1. No selling or serving alcohol. (AFI 34-223, para. 10.14.)