



# FUNDRAISING EVENT CHECKLIST - OSAN AB, 51 FSS



<b>SECTION A: If any answer under Section A is "YES" contact the JA office for further review.</b>	YES	NO	N/A
<b>1. Does the fundraiser involve a raffle?</b> <i>AFI 34-223, para. 10.20. – Fundraising requests involving raffles require Judge Advocate review.</i>			
<b>2. Will the fundraiser occur during the CFC or AFAF campaigns?</b> <i>While Judge Advocate review of fundraisers occurring during the CFC or AFAF is not required, additional scrutiny of such fundraising requests is advisable.</i>			
<b>3. Will the fundraiser occur in the workplace?</b> <i>POs may not perform fundraising events in the workplace except in limited situations. A legal review is advisable if workplace fundraisers are requested.</i>			
<b>4. Does the fundraiser advertise for, make referrals to, or encourage use of any commercial business?</b> <i>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>			
<b>SECTION B: If any answer under Section B is "YES" then the fundraiser may not be approved.</b>	YES	NO	N/A
<b>1. Does the fundraiser duplicate or compete with AAFES or NAFIs?</b>			
<b>2. Does the fundraiser involve the use of amusement machines, slot machines, or any other games of chance?</b> <i>POs are prohibited from conducting games of chance, lotteries, or other gambling activities.</i>			
<b>3. Has the PO already conducted three fundraising events this calendar quarter?</b> <i>POs are strictly limited to three (3) fundraising events per calendar quarter.</i>			
<b>4. Does the PO intend on selling or serving alcoholic beverages at the fundraising event?</b>			
<b>SECTION C: If any answer under Section C is "NO" then the fundraiser may not be approved.</b>	YES	NO	N/A
<b>1. Have you check your PO's current paperwork on file, to include Constitution &amp; Bylaws, Financial Statements, Budget, Quarterly Minutes, and Elected official list?</b>			
<b>2. 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?</b> <i>- 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>			
<b>3. If the fundraiser involves the sale of food, has the PO obtained a food sale request form by Public Health Office?</b>			
<b>4. Has the PO obtained permission for facility use?</b> <i>Permission for facility use should be received prior to fundraiser approval to avoid misunderstandings.</i>			
<b>5. Does the PO acknowledges that use of official government email to send messages regarding their fundraiser is prohibited?</b>			

✘ **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.**