Osan AB Fundraising Request Form

51 Force Support Squadron, Osan AB, Republic of Korea

(Updated 14 Oct 2026)

NO EXCEPTION!!

All request form with other pertinent documents must be submitted **NLT 3 WEEKS PRIOR** to projected event date.

Read Acknowledgments and Instructions 2, 4, and 5 Pages Before Completing Form

Section I – Organization Information

Fundraiser Date and Time **DD-MMM-YY / @HHMM-HHMM**	Application Date to 51 FSS/FSR (Must be 3 weeks from date of request)	No. of Fundraisers conducted this quarter (3 fundraisers per quarter are authorized/excluding this fundraiser) **0**

Name of chartered Private Organization	Name of chartered Unofficial Activity (If not UA, leave as blank)

Point of Contact Name	E-mail Address of POC	Direct Phone Number

DOUBLE CHECK your organizational Constitution and Bylaws as well as the insurance/insurance waiver is up to date with 51 FSS/FSR PO monitor. If your org is not in good standing, this fundraiser request won't approve.

Constitution and Bylaws Approval Date	Insurance Waiver Approval Date	Liability Insurance Effective Date (Only if you have certificate of liability insurance)

Section II – Event Details

Type of Event / Request Subject (e.g., Golf Tournament, Bake Sale, etc.)	Event Location (e.g., Bldg name with #, BX, Commissary, etc.)

Description of Items Being Sold / Details of your event / Prices – Include as much detail as possible;

Purpose - how will the proceeds be used? – Include as much detail as possible; Lack of specifics may delay processing or result in outright disapproval.

Advertising Method - Describe how it will be advertised (e.g., Flyer, Word of mouth, etc.)
→ Any flyers that will be used to advertise are required to be attached to this request for review/approval. Contain the disclaimer!

Advertising Prohibition and Rules

1. The Joint Ethics Regulation prohibits the use of DoW communication resource (telephone, fax machines, e-mail) or other govern resource in any manner that would reflect adversely on DoW, which specifically include some soliciting and selling.

2. The use of govern e-mail to advertise fundraisers or volunteer requests for fundraisers or for membership drive is unauthorized.

3. Advertisement must not contain any official name belonging to the AF (such as unit names, office symbols, and ranks, seal, logo, and govern email address, DSN)

4. Any advertising materials must contain the following disclaimer prominently: **"THIS IS A PRIVATE ORGANIZATION. IT IS NOT A PART OF THE DEPARTMENT OF WAR OF ANY OF ITS COMPONENTS AND IT HAS NO GOVERNMENTAL STATUS."**

5. Advertisement must not take place until approved by 51 FSS/CC.

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Section IV - Acknowledgements (Check the appropriate box)

Please acknowledge you understand the following:

YES	NO	
✔		1. Have you read and understood all instructions and PO fundraiser requirements contained within DAFI 34-106?
✔		2. Does the requesting organization consist primarily of Air Force / Department of War / "Team Osan" members?
✔		3. Do you understand that all participants will be volunteers, **NOT** in uniform, and, if the fundraiser is conducted during duty hours, members will be on leave or have a special pass? Please make sure that you do not conduct fundraisers while in uniform or in the workplace.
✔		4. Do you understand that PO may not conduct more than (3) three fundraisers per calendar quarter?
	✔	5. Will this event involve food? If so, has approved Public Health Food Request Form been obtained from Public Health?
	✔	6. Will alcohol be served or sold at this event by members of the PO? PO may not sell or serve alcoholic beverage. DAFI 34-106 para, 5.15.
	✔	7. Does this event ask for solicitation gifts or donations? Solicitation may not be done in the workplace or on base housing.
✔		8. Do you understand that this event may not be held in the workplace or base housing?
✔		9. Do you understand that fundraisers (whether from a PO or an unofficial activity) cannot receive official endorsement?
✔		10. Do you understand that a disclaimer: **"This is a private organization/unofficial activity. It is not a part of the Department of War or any of its components and it has no governmental status."** must be prominently on all print media we plan to use in advertising for this fundraiser?
✔		11. Do you understand Government email, phones may not be used in furtherance of this fundraiser? For example, an organization may not use mass-email messages sent from government computers to advertise the fundraising event?
✔		12. Do you understand the fundraiser request must be approved in advance? A Fundraiser must not be advertised until it is approved.
	✔	13. Will this event occur during the Combined Federal Campaign (CFC) or Air Force Association Fund (AFAF) Campaign?
✔		14. I have read and understood the regulation of fundraisers during CFC and/or AFAF below.

DAFI 36-3101, 5.1., Ad hoc fundraising efforts should generally not interfere with, or detract from, the CFC or AFAF Campaigns. However, because of the annual timing of the campaign, ad hoc fundraising to support unit holiday parties is allowed during the CFC. No workplace (desk-to-desk) fundraising or payroll deductions are authorized to support non-federal entities or private organizations other than the AFAF and CFC. Limited workplace (desk-to-desk) fundraising is allowed by unit unofficial activities/social funds.

DAFI 36-3101, 3.3.9., Ensure only limited ad hoc fundraising takes place during the CFC and does not detract from or interfere with the CFC. Because of the annual timing of the campaign, ad hoc fundraising to support unit holiday parties is specifically allowed during the CFC. The installation commander, or their delegate, is the approval authority for other ad hoc fundraising activities during the CFC.

DAFI 36-3101, 4.6.5, Ensure only limited ad hoc fundraising takes place during the AFAF Campaign and does not detract from or interfere with the Campaign. The installation commander, or their delegate, is the approval authority for any ad hoc fundraising activities during the Air Force Assistance Fund campaign

ACKNOWLEDGEMENT: By signing this request form, I request authorization to hold the fundraising event on Osan AB described above. I certify that our org is in compliance with DAFI 34-106 and DAFI 36-3101. Furthermore, I have read all instructions, understand them fully, and will follow all applicable guidelines. We will conduct this event with the strict understanding that violation of Air Force instruction, as outlined in the above notes, may result in the suspension or the outright removal of the outright removal of our organization's authorization to operate on Osan AB.

Section V - Organization's Signature

Name of POC	Signature of POC	Date

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Section VI – Coordination

☞Section VI must be completed prior to submission to the 51 FSS/FSR

1. Proposed Facility Manager		2. Public Health Office (Skip if **no** food sales)	
The request has coordinated the details of this event with me, and I have no objections.		The request has coordinated the details of this event with me, and I have no objections.	
Signature	**Date**	**Signature**	**Date**

Section VI - Coordination (For use by 51 FSS/FSR Only)

☞The PO coordinator will route this request to the below on your behalf.

3. 51 FSS/FSR Verification

Name, Grade, and Duty Title	Signature	Date
HAN, YUJU, KGS-05 **Private Organization Coordinator**		

4. 51 FW/JA Recommendation

☐ **RECOMMEND APPROVED**

☐ **RECOMMEND DISAPPROVAL (See Remarks)**

☐ **Disapproval recommended on the basis that the event takes place during the CFC or, AFAF and approval should be limited during this time frame as per DAFI 36-3101, paragraphs 3.3.9 and 5.1**

☐ **Approval recommended as an exception to the general prohibition on ad hoc fundraising during the CFC or AFAF, during which approval should be limited as per DAFI 36-3101, paragraphs 3.3.9 and 5.1.**

Remarks	

Name, Grade, and Duty Title	Signature	Date
Assistant Staff Judge Advocate		

5. Decision of Approval Authority: Your request to conduct a FUNDRAISER at the time(s) and date(s) indicated is

☐ **APPROVED**

☐ **DENIED**

Remarks	

Name, Grade, and Duty Title	Signature	Date
DON F. BAUMGARTNER, GS-13, DAF **Deputy Director, 51st Force Support Squadron**		

INSTRUCTIONS

Read each item below and acknowledge understanding by initialing to the left.

_____ 1. Appropriate coordination and approval are required on all fundraising requests. Allow a minimum of 15 days for approval after submission to 51 FSS/FSR.

※**Required coordination:**
If the event does not involve the handling or preparation of food, coordinate through:
A) Base facility proposed for use; B) FSS/FSR; C) Legal Office; D) FSS/CC

If the event does involve food preparation (e.g., bake sale, chili cook-off), coordinate through:
A) Base facility proposed for use; B) Public Health; C) FSS/FSR; D) Legal Office; E) FSS/CC

1. **Proposed Facility**
   Reserve Base Facility at the proposed site and get coordination with them.
2. **Public Health (Only for FOOD HANDLING)** - Bldg. 777, Second Floor, 784-2515, 51 OMRS/SGX
   Request a copy of the completed FOOD SALE REQUEST FORM and submit it with a fundraiser request form.
3. **51 FSS/FSR**
   Email 1) Completed Fundraiser Request Form with all coordination, 2) A copy of advertisement, and 3) A copy of completed FOOD SALE REQUEST FORM to 51fss.fsr@us.af.mil or yuju.han.kr@us.af.mil

   →51 FSS/FSR will coordinate with the base legal office with the 51 FSS commander for final approval.

_____ 2. Ensure that PO documentation such as, Constitution and bylaws and Insurance Waiver is up-to-date with the 51 FSS/FSR.

_____ 3. PO fundraising must comply with applicable regulations of DoDI 5500.7-R, DAFI 34-106, and DAFI 36-3101.

_____ 4. POs may hold no more than three (3) fundraisers per calendar quarter in accordance with DAFI 34-106, para. 5.11.3. A fundraiser may not consist of frequent/continuous resale activities or compete with AAFES, Services, or NAFI activities.

_____ 5. Any fundraiser involving the sale or preparation of FOOD must comply with AFI 48-116, Food Safety Program, and be coordinated with the Public Health Office. You must include a copy of the completed Public Health Form with your application. ** Coordination with Public Health is not required for off-base food booths.*

_____ 6. POs may NOT serve or sell alcohol under any circumstances.

_____ 7. POs must not imply Federal endorsement of a fundraising event. Official DoW or unit seals, rank, title, duty email, official letterhead, and duty phone number may not be used. All print or electronic media used must prominently display the disclaimer: **"THIS IS A PRIVATE ORGANIZATION. IT IS NOT A PART OF THE DEPARTMENT OF WAR OR ANY OF ITS COMPONENTS AND IT HAS NO GOVERNMENTAL STATUS."** DAFI 34-106, para 5.2.2.3.

_____ 8. A copy of any proposed advertisement must be included with the fundraiser request form. Advertising may not occur until the fundraiser is approved.

INSTRUCTIONS

_____ 9. POs may NOT use DoW communication resources (e-mail, telephones, internet, copiers, etc.) to promote an event. Official base e-mail is not authorized for use by POs and UAs for fundraising purposes. POs must furnish their own equipment, supplies, and other materials. Any advertisement of the event may not appear to be an official endorsement of the event. Base Public Affairs can assist with alternate venues for dissemination such as the base newspaper and website if given enough advanced notice. Government systems (daily bulletin boards and/or electronic public folders) may be used and provide notice of unofficial off-installation fundraising campaigns and volunteer request if approved by the Installation Commander, per DAFI 34-106, para 6.2.3.

_____ 10. Members may not actively participate in fundraising while on duty or in uniform. All DoW members who participate in this event must do so with the clear understanding that they may only do so in their individual capacity and not in any official capacity. This restriction also applies to DoW civilian employees.

_____ 11. Fundraisers typically must be held AWAY FROM the workplace. The DAFI provides examples of what are considered "workplaces" (offices, hangars, flight line) and what are not considered "workplaces" (base quarters, entrances, lobbies or concourses of buildings, schools, chapels, break rooms, BX). There are very limited circumstances under which fundraisers may be held in areas designated "at the workplace".

_____ 12. Solicitation of DoW personnel junior in rank, grade or position is not allowed.

_____ 13. Door-to-door solicitation is prohibited in base housing areas. This prohibition exists to protect the security of the installation, avoid high-pressure sales techniques and allow military personnel and their families a peaceful living environment free from unwanted intrusion.

_____ 14. DAFI 34-106, para 50.20.4. POs and Unit Unofficial Activities (UUA) may accept gifts and donations from outside sources, but these organizations will not solicit gifts or donations (as distinguished from the sale of items of value) on the installation. Off-base solicitations must clearly indicate that "SOLICITATIONS ARE ON BEHALF OF A PO/UA THAT IS NOT A PART OF THE DEPARTMENT OF WAR OR ANY OF ITS COMPONENTS AND HAS NO GOVERNMENTAL STATUS."

_____ 15. Fundraising events are prohibited during the annual CFC and AFAF, unless the proceeds will specifically benefit these campaigns. Fundraising activities away from the workplace during the CFC or AFAF may be approved on a case-by-case basis if the approval authority determines the activity does not detract from the CFC or AFAF and the event otherwise complies with DAFI 36 -3101 and DAFI 34-106. Fundraising during the Combined Federal Campaign and Air Force Assistance Fund are subject to more stringent requirements than fundraisers throughout the rest of the year.

_____ 16. To comply with DAFI 34-106, a PO raffle must be for the betterment of the community at large and not just purely for the purpose of fostering social or recreational activities among its members. All requests to conduct raffles must be reviewed by the servicing Staff Judge Advocate's office. A raffle is not authorized under KOREA LAW, therefore any request for the raffle would be impermissible. Failure to strictly follow the provisions could result in the raffles violating JER Section 2-302.

_____ 17. Display fundraiser license at the event site. If the fundraiser license is not present on the event site, the event will be shut down immediately and MSG/CC can revoke permission the PO to operate on Osan AB.

_____ 18. Maintain copy and approved fundraiser request form with other pertinent documents in the PO continuity binder.