



**DEPARTMENT OF THE AIR FORCE  
90TH MISSILE WING (AFGSC)**

25 Oct 19

MEMORANDUM FOR PRIVATE ORGANIZATION/UNOFFICIAL ACTIVITIES

FROM: 90 FSS/CC

SUBJECT: Deadlines and Procedures for Quarterly Fundraiser Requests

1. In accordance with (IAW) AFI 36-3101, *Fundraising*, para 2.6.1, and AFI 34-223, *Private Organizations (PO) Program*, para 5.3.2, the F.E. Warren AFB Installation Commander has delegated the authority for organizing and approving fundraising on the installation to the Mission Support Group Commander (MSG/CC); the MSG/CC further delegated that authority to the Force Support Squadron Commander or Director (FSS CC/CL). IAW that authority, the following timeline and requirements are outlined to ensure all Private Organizations/Unofficial Activity Fundraiser requests are submitted early enough for completion of the routing process which includes a legal review and 90 FSS/CC approval or denial decision.

2. Failure to follow these procedures will result in denial of the fundraiser unless the requesting organization can show good cause for their noncompliance. These procedures will be effective immediately upon the signing of this document and will remain in effect until revoked or superseded.

3. All fundraiser requests for the entire quarter are due to 90 FSS/FSRA, Private Organization Administrator, NLT the 15th day of the last month of the previous quarter, as discussed below:

**a. 1st Quarter** fundraiser requests for all fundraisers to occur in the 1st Quarter (Jan-Mar) **DUE to FSS NLT 15 December.**

**b. 2nd Quarter** fundraiser requests for all fundraisers to occur in the 2nd Quarter (Apr-Jun) **DUE to FSS NLT 15 March.**

**c. 3rd quarter** fundraiser requests for all fundraisers to occur in the 3rd Quarter (Jul-Sep) (to include all CFD requests w/contracts) **DUE to FSS NLT 15 June.**

**d. 4th Quarter** fundraiser requests for all fundraisers to occur in the 4th Quarter (Oct-Dec) **DUE to FSS NLT 15 September.**

4. If the request is not submitted by the 15th and/or a last minute request is submitted, justification is required with an explanation as to why the submission was late. 90 FSS/CC is the sole authority to determine whether late submissions will be accepted.

5. No submissions will be accepted if the event is scheduled to occur within 10 days of the date FSS receives the request. The Private Organization will be asked to reschedule the event for at least 20 days from the date of submission.

6. The submission of the fundraiser request to 90 FSS should include a signed Staff Summary Sheet with the following attachments included:

a. Fundraiser Request Form (DO NOT request endorsement unless you know that you are

likely eligible to be endorsed by the Wing. Generally, the Wing cannot endorse your Private Organization)

- b. Fundraiser Request Memorandum
  - c. Insurance Waiver
  - d. Facility use approval (if applicable)
  - e. CFD Contract (if applicable)
  - f. Flyer/Advertisement/Draft Email to 90 Notes (if advertising the event in any way)
  - g. Public Health Form (if fundraiser includes the preparation or serving of food)
8. The Fundraiser Request Form must be filled out completely and accurately, to include all checked boxes.
- a. Private Organizations must have current paperwork on file (bylaws, constitution, insurance or waiver etc.)
  - b. All fundraiser participants must be volunteers, not in uniform, and off duty.
  - c. With rare exceptions, the event must not occur in the workplace. For a definition of the workplace, see AFI 36-3101, para 2.6.4.
  - d. The event must not be solicited for in base housing.
  - e. Endorsement is generally prohibited, however, the event must follow endorsement guidelines IAW AFI 36-3101 if requesting endorsement.
  - f. If the event is sponsored by an unofficial activity, the assets of the unofficial activity must be less than \$1,000 within the 3 months prior.
  - g. The event should not interfere with, or detract from, the CFC/AFAF drives.
  - h. Events that include activities such as raffles, high risk activities, or golf tournaments must be identified because they require more in-depth legal reviews.
9. The 90 FSS will not accept a request until all the documents are provided. If documents are missing, 90 FSS will return the request to the requestor and inform them the package will not continue routing until all documents are provided.
10. Direct questions to 90 FSS/FSRA at (307) 773-3198 / DSN 481-3198.

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