

HOW TO COMPLETE A FUNDRAISER REQUEST FORM (FRF)

FORWARD TO PO MONITOR ONCE YOU HAVE COMPLETED THE FOLLOWING

IMPORTANT: Be aware that the approval process may take up to 21 days. The 21 days begins when the PO Monitor receives a completed FRF from the PO or UA. If it is not completed, it will be routed back to you with instructions on what needs to be completed and/or corrected. Please do not email the FRF 21 days prior to your event in case there are corrections that need to be made. For example, the PO Monitor receives the FRF on Jan 1 and your fundraiser is Jan 21. There are some corrections that need to be made so it is emailed back to you. You don't get the corrections done until Jan 3. Your 21 days begins on Jan 3, not Jan 1. You are now 19 days away from the event. It's probable that your fundraiser may not be approved in time.

Block Numbers are color-coded based on who is required to complete that block:

RED: All complete

GREEN: Only POs complete

YELLOW: Only UAs complete

BLUE: for the PO Office ONLY

If you don't know if you are a PO or a UA, please call me!

Fundraiser Request Form (FRF) page 1

- 1. OFFICIAL PO NAME FROM CONSTITUTION OR UA NAME:** If a PO, it is NOT your unit or squadron name. Please check your constitution for the official PO name. If you insert the incorrect name and I cannot locate your correct name, I will send back for correction. UAs – please make sure your name is consistent on every FRF.
- 2. DATE sent to PO Monitor:** date submitted to PO office (not date you start filling it in).
- 3. FROM:** Name of responsible person with email and phone number. Do not use ranks or grades. The email address can be personal or government, or both. Personal is helpful in case there is an issue, and you cannot access a government PC.
- 4. Additional POC:** this is required. Do not use ranks or grades. Enter name, email, and phone number.
- 5. If UA:** This must be the name of the person in charge of funds received from the fundraiser. It can be a unit commander or a person acting as a treasurer. It must be signed by person listed in block.

Name of Event and 4 W's Section:

- 6. Name of Event:** Enter what fundraiser you are conducting – bake sale, car wash, golf tournament, etc.
- 7. When:** Time and date. If an alternate date may be necessary due to unforeseen circumstances, enter that date and time. Example: "alternate date due to weather or mission requirements is DD/MM, HH to HH." If you need to cancel, you will send the PO Monitor an email with specifics and conduct it on the alternate date. If you cancel and do not conduct the fundraiser, you must let the PO Monitor know or it will be counted toward your 3 fundraisers for the quarter.
- 8. What:** Explain how money will exchange hands (purchase tickets, purchase food/bake sale, donations, entry fee, etc.) and include prices for **each** item.
- 9. Where:** Name of location where fundraiser will take place.
- 10. Why:** What is the purpose of the fundraiser (to raise funds for...).
- 11. Signature Block:** Signature of POC is required.

For Office Use Only: If Utilizing a Flyer, it MUST be attached as page 3 of the FRF and signed by the PO Monitor PRIOR TO ROUTING TO MARKETING. It cannot be a separate file. NO EXCEPTIONS! The flyer may NOT be turned

in at a later date. If so, the routing process will need to be started from the beginning. This block must be signed by PO Monitor to ensure flyer is following AFI guidelines and PRIOR to Marketing's signature. If not advertising, then this signature block does not need to be signed. **NO ADVERTISING CAN BEGIN UNTIL YOUR FRF HAS BEEN APPROVED AND EMAILED TO YOU.**

12. Check YES or NO Section:

Private Orgs must answer all 7 questions.

Unofficial Activities do NOT answer questions 5 through 7.

Question 2: If you are unclear of what a workplace is, please see Instruction 10 (page 2 of FRF)

Question 4: If you answer yes, please see Instruction 10 (page 2 of FRF)

Questions 6: Do not assume your PO is compliant. Check officer roster to confirm it has current council members. If not, you must update it and send to PO Monitor. I occasionally email all officers I have on file prior to approving the fundraiser to confirm I have the current roster. Check your current Constitution and Bylaws to confirm the date on page 1 is not more than 2 years past current date. Are your quarterly files submitted?

Question 7: Do not assume your PO's insurance or waiver is current. If it is expired, or your waiver is more than one year old, you may not conduct a fundraiser. Please check.

13. Only POs check these boxes

Coordination Section:

Must have signatures for each block that is required depending on type of fundraiser (see pg 2 for further instructions). **DO NOT GET SIGNATURES UNTIL YOU KNOW IF YOU NEED THAT SIGNATURE OR NOT. THIS WILL SAVE YOU TIME. SEE #'S 14 – 21 BELOW TO DECIDE WHICH SIGNATURES YOU NEED ON YOUR FORM.**

If this is a Base-Wide fundraiser (AmericaFest, Tinsel Town, Freedom Fest, Spooky Town, Eggspllosion, or Gift Wrap), DO NOT COMPLETE THIS SECTION. The PO Monitor will route for signatures.

Digital signatures are preferred. If you cannot get a digital signature, the wet signature must have the POC's name printed along with a signature, phone number and a date so I can call to verify the POC. If they do not print name along with a signature and signature cannot be read, it will be routed back to you for a printed name.

Routing Instructions (if routing via email, please send to all email addresses listed for that signature block – see page 2 of FRF and/or COORDINATION fundraiser contacts located on download sites):

14. Event Location: signature of POC for the location you will be conducting fundraiser. **DO NOT WRITE IN THE NAME OF THE EVENT LOCATION.** That is already listed in the WHERE section of the FRF. This is for a signature of the POC approving the location.

15. Water Use: if conducting a car wash

16. Fire Prevention: if grilling, open flames, using oil or deep fryer, conducting fundraiser inside a building or in a confined space (exclusive of the BX and gyms)

17. Occupational Safety: if using extension or electrical cords, crock pots, fryers

18. Public Health: if handling food or beverages – not needed for bake sales or catering events

19. Anti-Terrorism: do not need unless a base-wide event

20. Security Forces: if 300+ participants and utilizing road or conducting runs

21. Marketing: if utilizing a flyer or any kind of advertising

DO NOT COMPLETE THE BOTTOM PORTION

AFTER COORDINATION.

THE PO MONITOR WILL COLLECT THESE SIGNATURES.

Instructions (Page 2):

1 through 10. Both POs and UAs initial this section.

11 through 14. Only POs initial this section.

15. Only UAs initial this section.

FORWARD TO PO MONITOR ONCE COORDINATION SECTION IS COMPLETED AND PAGE 2 HAS BEEN INITIALED DOWN THE LEFT SIDE. IT NEEDS TO BE APPROVED AFTER YOU HAVE COMPLETED IT.

YOU MAY NOT CONDUCT YOUR FUNDRAISER WITHOUT AN APPROVED COPY THAT WILL BE EMAILED TO YOU FROM ME. IF YOU DO NOT HAVE A SIGNATURE AT THE BOTTOM OF PAGE 1 IN THE FSS BLOCK, AND THE APPROVED BOX IS NOT CHECKED, THEN YOU MAY NOT CONDUCT YOUR FUNDRAISER. THERE ARE NO EXCEPTIONS!

And to finalize...

Make sure to take your time and REVIEW your form for completeness and accuracy.

Please Call 632-7215 or send an email if you have questions. You can deliver your FRF by email (preferred) to 18FSS. FSRF.KadenaPrivateOrg@us.af.mil or shay.amburn@us.af.mil or hand deliver it to Bldg. 721A Room A-108.

Please call or email with any questions. That's what I'm "hear" for 😊

Very Respectfully,

Ms. Shay Amburn

Private Organization Monitor
FSS | FSRF
Kadena AB
Okinawa, Japan
632.7215