

<b>374 FSS FUNDRAISER REQUEST</b>		<b>PERMIT # (FSR USE):</b>	
<b>TO: 374 FSS/FSRPO Yokota AB, Japan</b>		<b>DATE OF REQUEST:</b>	
<b>ORGANIZATION:</b>		<b>SUSPENSE DATE:</b>	
<b>NAME OF REQUESTING INDIVIDUAL/CONTACT</b>		<b>Request #</b>	<b>for Qtr CY</b>
<p><b>NOTICE:</b> I request Authorization to hold below fundraising event. if approved, I further expressly agree to indemnify and hold the United States of America Harmless from and against all claims, loss, and liability, however caused, arising out of, or in any way connected with this event, whether or not caused or contributed to by the negligence or alleged misconduct on the part of any employee of the United States or member of the United States Armed Forces. I understand should an incident occur, the individual members of the requesting organization, rather than the Air Force, would be liable.</p>			
<p><b>EVENT DETAILS:</b> e.g., WHERE: in front of the BX, WHAT: wishes to hold a cookie sale, WHY: funds to be used to offset cost of a unit party.(Be complete and if necessary, attach more information on a separate page.)</p>			
<b>SUBJECT:</b>			
<b>TIME(s) and DATE(s)</b>			
<b>WHERE: (Must Be Common Access Area)</b>			
<p><b>WHAT: (Describe Below): FUNDRAISING:      NON-FUNDRAISING:      FOOD: YES      NO      EXPECTED NO. OF PARTICIPANTS:</b></p> <p>(What are you Selling?)</p>			
<b>WHY (Purpose/ Who will Benefit?):</b>			
<p><b><i>NOTE: Flyers / Ad materials should be attached on another file</i></b></p>			
<p><b>GUIDELINES (Please Check/Initial ALL to indicate understanding and compliance of PO): This form must be kept on hand during the entire fundraiser</b></p>			
<ol style="list-style-type: none"> <li>The Requesting Organization is primarily made up of SOFA, AD Military, DOD Members</li> <li>All reporting Requirements and Documents are up to date with the 374 FSS/FSRPO</li> <li>Fundraising requests are required to be submitted at least <b>30 days prior</b> to proposed even; Requests using base-wide facilities or closure of roads or flight line (e.g. marathon), as well as planning for marketing/advertising must be processed with additional lead-time to ensure proper coordination before the event.</li> <li>All fundraising activities must be coordinated through 374 FSS/CC (or Delegate) and 374 AW/JA. DoD5500.7-R, AFI 34-223, and AFI 36-3101 must be reviewed in addition to these instructions. Appropriate coordination and approval are required on all fundraising requests; ensure agencies have reviewed your request.</li> <li>Organizations are <b>limited to three (3) fundraisers per quarter</b>, and lengths of fundraisers are fact dependent</li> <li>Fundraisers may not involve frequent/continuous resale activities or compete with AAFES Services/NAFI activities</li> <li>POs may not conduct games of chance, lotteries, raffles, or other gambling-type activities other than those permitted by AFI 34-223. Unofficial activities (UAs) may not conduct games of chance, lotteries, raffles, or other gambling-type activities under any circumstances</li> <li>Private organizations will <b>not sell or serve or consume alcoholic beverages</b> on Air Force installations</li> <li>Advertising may not occur until the fundraiser is approved. A copy of the advertisement must be included in the fundraiser packet for approval prior to dissemination. Advertisement shall not contain any official names belonging to the Air Force (such as unit names, office symbols, and rank). Additionally, the facility manager of the location of the fundraiser is required to approve any advertisement prior to posting flyers in buildings on base</li> <li>POs must prominently display the following disclaimer on all print and electronic media mentioning the PO's name confirming that the PO is not part of the DoD <b>"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."</b></li> <li>The JER prohibits the use of DoD communication resources or any other Government resource in any manner that would reflect adversely on the DoD, which specifically includes soliciting and selling (JER Sec. 2-301(a) and (b)). AFI 34-223, para. 11.1.3 states that "use of Government equipment and systems for other than official purposes is extremely limited." POs and UAs shall not send base-wide emails to advertise the event. Advertisement of the event may not appear to be an official Air Force or Hurlburt Field endorsement of the event</li> <li><b>OFFICIAL CAPACITY:</b> Private organizations (POs) must not do anything that implies federal endorsement of a fundraising event No sales or activities are authorized in your official capacity as a member of the Air Force or Federal Government [JER, Section 3-300]. All volunteers/members may not actively participate in fundraising while on duty or at workplace. Individuals must act in their <b>PERSONAL CAPACITY, be ON LEAVE OR SPECIAL PASS, and OUT OF MILITARY UNIFORM.</b> This means no set up or tear down of a fundraiser while in uniform. All DoD participants must understand that they may only participate in their capacity as individuals. Civilian employees, like military members, are subject to the requirements of AFI 36-3101 and the Joint Ethics Regulation (JER)</li> </ol>			
<b>COORDINATION (Digitally Sign or Print Name, Signature and Date): As Needed</b>			
<b>Event Location/Facility Mgr.:</b>	<b>Public Health (FOOD)</b>	<b>Civil Engineering (CES):</b>	<b>Security Forces (SFS):</b>
<b>Safety:</b>	<b>Other:</b>		
FOR OFFICIAL USE ONLY: 374 FSS/FSRPO will route request to 374 AW/JA (Fundraising Events) and 374 FSS/CC or 374 FSS/DD			

**MITIGATION PLAN: (Please send as attachment if more space is needed)**

**Estimated/Approximate No. of Participants:**

**Mitigation Measures:**

**a. Masks:**

**b. Social Distancing:**

**c. Sanitization:**

**d. Food Handling:**

**e: Enforcement**

**For any questions Please contact POC:**

Note: Final approval for the PO Fundraising Activity requires complying with all statements written above as well as the guidelines the guidelines given by Public Health. Any violations will be reported to the 374 FSS/CC.

**PRIVATE ORGANIZATION REPRESENTATIVE**

**SIGNATURE** (I understand and agree to the Guidelines; violation of these will result in event cancellation and loss of PO privileges)

**374 FSS/FSRPO (1st IND)**

**374 AW/JA Signature (2nd IND):**

(Your signature below indicates that you have reviewed and approved this fundraiser)

Approve

Denied

While During the AFAF/CFC, this event can be considered permissible ad hoc fundraising under AFI 36-3101; this event is unlikely to interfere with the AFAF/CFC, as it involves the exchange of goods and services as opposed to gratuitous giving. Sales should occur outside the workplace.

NON-FUNDRAISING N/A

Comments:

**374 FSS/CC or 374 FSS/DD**

(Your signature below indicates that you have reviewed and approved this fundraiser)

Approve / Denied

**JENNIFER H. CHANG, Lt Col, USAF**  
**Commander**  
**374th Force Support Squadron**

## INSTRUCTIONS ON HOW TO FILL OUT THE PO EVENT REQUEST FORM

### PAGE 1:

**"ORGANIZATION"** - Name of your PO; - not your squadron name

**"Name of Responsible Individual/Contact"** - the name of the POC / Contact information (Email; Phone)

**"Permit#"** - Leave Blank (FSS/FSRPO Use only)

**"Date of Request"**- this is the date you send it to the NAF Accounting Office

**"Suspense Date"**- this is the date you request it approved should be earlier than event date

**"Request # \_\_\_ For \_\_\_ Quarter"** - number of request (1,2,or 3) for Quarter (1,2,3,or 4), maximum 3 per Qtr.

**"Subject"** - What your fundraiser is called

**"Time(s) and Date (s) of the Fundraiser"** – Date and time you would like to hold your fundraiser

**"Where"** - Location of your event?

**"What" :** What are you doing? (i.e. Car Wash, Silent Auction, Burger Burn, etc.)

**Check Boxes:** Fundraising or Non-Fundraising

**Selling food :** Yes / No

**"Expected No. of Participants"**- how many people will be in the event (include volunteers, participants, vendors etc )

**"Why"** - what reason are you holding this event? Who will benefit?(i.e. to offset the cost of future morale events or for a scholarship program etc.)

### Check Boxes 1-12 or initial to indicate understanding of guidelines

**"Coordination"** - Requires Initials and Dates, if applicable

**Facility:** Where will you be holding the event? Whomever is in charge of the facility should initial here and date it. If you are going to a place far away and have been coordinating via e-mail, attach a copy of the email giving you permission to hold your event at their location.

**Public Health (FOOD)** - If your event involves food preparation you must go to the Public Health Office and have them initial and date

**Security Forces** - If your event involves Signing in guests from off base

**Fire Prevention** - If you event requires Fire prevention assistance

**Safety** - If you are holding an event where there is a high likelihood someone could be injured, you must go to the Safety Office for their initials and date

**Anti- Terrorism / others** - If your event has other needs or would require background checks

### PAGE 2:

**Estimated/Approximate No. of Participants:** Number of people in the event

**Mitigation Measures:** fill in how you will prevent the spread of disease

**a. Masks:**

**b. Social Distancing:**

**c. Sanitization:**

**d. Food Handling:**

**e. Enforcement:**

**Private Organization Representative Signature - Sign and Date**

**NOTE: Flyers / Ad materials should be attached on another file**

If you are going to be using a flyer for your event, it must be approved with your fundraiser request form

Once completed you can email all documents to **chris.almeda.1@us.af.mil**

## Flyer Instructions:

If you are going to be using a flyer for your event, it must be approved with your fundraiser request

When making your flyer, we recommend using Microsoft PowerPoint and sending electronically to the NAF Accounting Office in case any changes need to be made.

All flyers should include the following:

**Name of Organization** Represented: Who is putting on the Event?

**What** Kind of Event is it? If you are holding your event at a particular business or selling a certain product remember you cannot advertise for the business. For example: "Krispy Kreme Doughnut Sale"

**Location:** Where the event will be held?

**Date/Time:** When is the event?

**Cost/Prices:** Is there a cost for the event?

**POC:** Who can be contacted for more information? This section **CANNOT** have **RANK, DUTY PHONE NUMBERS, AND/OR GOVERNMENT EMAIL ADDRESSES.**

Any pictures used may not show rank or people in uniform

No Official logos or Squadron symbols are to be used as this unintentionally denotes sponsorship by the Air Force, Base, Unit, and/or Squadron.

The flyer must include the following disclaimer:

**"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. This event is neither sponsored nor endorsed by the Air Force".**

AAFES / YCC

Mr Vincent Lesesne - YCC Requests  
lesesnev@aafes.com

woods juli@aafes.com  
AAFES Road Closure requests - TEL: 469-375-7519  
Bldg 4108 Rm 100

Community Centers  
Taiyo / Yujo

Paul Heagerty  
paul.heagerty@us.af.mil  
DSN 2257189

Richard King  
richard.king.46@us.af.mil  
DSN 2257553

Golf

James Shaw  
james.shaw.38@us.af.mil  
DSN 2259500

Patrick Bowman  
patrick.bowman.2@us.af.mil  
DSN 2253426

Tama Hills

Joseph Heinrichs  
joseph.heinrichs@us.af.mil  
DSN 225-9500

Arts and Crafts

Mark Allen  
mark.allen.20@us.af.mil  
DSN 225 -7177

Bowling

Pak Chong  
chong.pak.2@us.af.mil  
DSN 225-7615 BLDG 1213

Fitness Center (GYM)  
Track

Tony Mason  
tony.mason@us.af.mil  
DSN 225-8319

**Bronco Field**  
**Snyder Field**  
**Friendship Field**

Youth Ppograms - Matthew Kuhl  
matthew.kuhl@us.af.mil  
DSN 225-5224

Post Office

Post Office Post Master DSN 2258707 / 2257918

CES

374ces.cce@us.af.mil  
DSN 2257215 Bldg 838

Temporary Food Booth

**Amber C. King, SrA, USAF**  
Food Sanitation  
374 OMRS/SGXP, Yokota AB, Japan 96326  
☎ DSN: (315) 225-5311  
amber.c.king3.mil@mail.mil  
amber.king.2@us.af.mil

SFS

374sfs.s5p@us.af.mil (PASS and Registration)  
Richard Hobbs@us.af.mil  
DSN 2257606 Bldg 993

derek.sturm@us.af.mil  
DSN 2257227/ S30 Road Closure

Anti-Terrorism Office

David Hicks  
david.hicks.7@us.af.mil  
DSN 225-6344

Fire Department

DSN 225-9122 / 225-7290

AW Safety

374aw.sev3@yokota.af.mil  
225-7233 Bldg 315 2d flr

Public Affairs

374aw.pav3@us.af.mil  
DSN 225-8833 Bldg 315



DEPARTMENT OF THE AIR FORCE

PACIFIC AIR FORCES



**Application for Fundraising Approval and/or Temporary Food Booth Establishment**

**Directions:** The operator/manager of each Private Organization Fundraising site must complete this application. The application must be completed and submitted to Public Health at least 14 days before an event involving five or fewer booths and 30 days prior to an event involving more than five food booths. If granted approval for operation, the Yokota Sanitary Guidelines for temporary food booth operations must be read and signed by all persons that will work in the food booth. The approved TFE Application as well as the Yokota Sanitary Guidelines and personnel listing must be in the food booth at all times.

Date of Submission: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Name of Temporary Food Establishment: \_\_\_\_\_

Name of Operator/Owner: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Date and Time of Event: \_\_\_\_\_

Food handlers Training Completed: \_\_\_\_\_

(At least two individuals must attend)

Attachment: Mitigation Plan

1. List **all** food and beverage items to be prepared and served. Attach a separate sheet if necessary. NOTE: Any changes to the menu must be submitted to Public Health and approved at least 10 days prior to the event.

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2. Describe how and where all food items will be prepared. (All food items must be prepared from an approved kitchen or on site unless otherwise approved by Public Health).

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3. Describe (be specific) how frozen, refrigerated, or hot foods will be transported to the TFE.

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4. Describe how food temperatures will be monitored during the event.

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5. Identify the sources of **all** food products, including ice and beverages. (All items must be purchased from an approved source. If you are interested in purchasing items other than the Exchange or Commissary, please contact Public Health for approval.)

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6. Describe the location, set-up, and procedure for hand washing.

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7. Identify the source of the potable water supply and describe how water will be stored.

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8. Describe how and where utensil washing will take place (or state single-use utensils only).

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9. Describe how and where wastewater from hand washing and utensil washing will be collected, stored, and disposed.

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10. Describe the types of garbage disposal containers that will be used and where garbage will be disposed.

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Statement: I hereby certify that the above information is correct and I fully understand that any deviation from the above without prior permission from Public Health will nullify final approval.

Signature(s): \_\_\_\_\_ Date: \_\_\_\_\_

### APPROVAL SHEET

Final approval for the temporary food establishment requires complying with all statements written above as well as the guidelines for temporary food booth operations and the guidelines given by Public Health. A pre-opening inspection of the establishment with equipment in place and operational will be necessary to determine if it complies with Public Health and the Food and Drug Administration (FDA) Food Code. Public Health will also conduct periodic inspections to ensure all standards are met.



APPROVAL: \_\_\_\_\_ Date: \_\_\_\_\_

Restrictions:

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DISAPPROVAL: \_\_\_\_\_ Date: \_\_\_\_\_

Reason(s) for Disapproval:

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\_\_\_\_\_  
Public Health Signature

\_\_\_\_\_  
Date