

## FUNDRAISER / USE OF BASE FACILITIES REQUEST WORKSHEET

TO:	FROM:
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I request authorization to hold a fund-raising event and/or use the following facilities on Fairchild AFB, WA. If approved, I further expressly agree to indemnify and hold the UNITED STATES OF AMERICA harmless from and against any and all claims, loss, and liability, however caused, arising out of, or in anyway connected with the use of the facilities of which the use was granted pursuant to this agreement, whether or not caused or contributed to by any negligence or alleged misconduct on the part of any employee of the UNITED STATES or member of the United States Armed Forces.

NAME OF RESPONSIBLE INDIVIDUAL	DATE:
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SIGNATURE AND EMAIL ADDRESS OF POC	DAYTIME PHONE NUMBER:
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ORGANIZATION REPRESENTED (NAME AND ADDRESS)	NO. OF PARTICIPANTS	
	ADULTS	CHILDREN UNDER 12

Facilities requested and purpose of request. None <b>Please read instructions on reverse side.</b>	FROM		TO	
	DATE	TIME	DATE	TIME

DETAILS OF YOUR EVENT ( <i>who, what, where, when, why</i> )	YES	NO	Check Yes or No
			1. Is this event/fund-raiser sponsored by a base private organization? If not, refer to para 3 of routing instructions

WHO:			2. If the fund-raiser is conducted during duty hours, are all participants/volunteers in civilian attire, on leave or have a special pass?
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WHAT:			
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WHERE:			3. Is this event to occur during the Combined Federal Campaign, or Air Force assistance fund-raising drives?
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WHEN:			
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WHY:			4. Will this event involve civilians from off-base? (if yes Coordinate with 92 SFS)
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<b>COORDINATION</b>					
<b>Office</b>	A, Bldg Custodian	Housing Office	C. SFS (IF APPLIES)	D. Public Affairs (IF APPLIES)	E. Military Public Health (if applies)
<b>Initials/Date</b>					

92 ARW/JA Recommendation: APPROVE <input checked="" type="checkbox"/> DISAPPROVE <input type="checkbox"/>	Remarks:
Signature: Name, Grade: Review Date:	-

FROM: Approving Official TO: Requester  
Your request to conduct a fund-raiser and/or use or the above facility at the times and dates indicated is:

APPROVED  DISAPPROVED

REMARKS:

Name, Grade, And Duty Title:	Signature:
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## INSTRUCTIONS

1. Appropriate coordination and approval are required prior to making any arrangements that commit base facilities or organizations to fund-raising activities or special events. Requests should be submitted with sufficient time for processing, at least two weeks is recommended. Requestor must fill in all yellow shaded areas. Green shaded areas are reserved for coordination from individual offices. Blue shaded area is reserved for 92 ARW/JA's recommendation. 92 ARW/JA must shade approval or disapproval in blue.
2. Before forwarding this worksheet to 92 ARW/JA (Base Legal), coordinate with the personnel responsible for the facility you wish to use to determine if the requested resources will be available for use when needed.
3. Proper coordination procedures are listed below; please follow each to ensure the proper agencies have reviewed your request. Any agency not following prescribed procedures listed below will have their request worksheet returned for correction. Final disposition of the worksheet will be with 92 ARW/JA.
4. Information regarding private organization fund-raising events should be forwarded to the private organization coordinator at 92 ARW/JA, Base Legal, Civil Law Division, telephone (509) 247-2838.

## COORDINATION

1. If event does not involve the handling or preparation of food, coordinate through:
  - A. Unit Commander, Organizational President, or other authorized representative/officer of Private Organization (top of worksheet)
  - B. Building Custodian (block A)

Then through Base Legal (92 ARW/JA), and then to the Approving Official.

2. If event does involve food preparation I.e., bake sale, chili sale, or any event that requires the handling of food, coordinate through:
  - A. Unit Commander, Organizational President, or other authorized representative/officer of Private Organization (top of worksheet)
  - B. Building Custodian (block A)
  - C. Public Health (92 MDG, block E)

Then through Base Legal (92 ARW/JA), and then to the Approving Official.

3. If the event is non-military affiliated, Le., Special Olympics, Base Marathon, or any other event in which non-military personnel will be involved, coordinate through:
  - A. Unit Commander, Organizational President, or other authorized representative/officer of Private Organization (top of worksheet)
  - B. Building Custodian (block A)
  - C. Base Safety (92 ARW/SE block B)
  - D. Security Forces (92 SFS block C)
  - E. Public Affairs (92 ARW/PA, block D)

Then through Base Legal (92 ARW/JA), and then to the Approving Official.