

REQUEST FOR IN KIND DONATION EVENT

INSTRUCTIONS: This form requests approval of an In Kind Donation event on RAF Lakenheath, United Kingdom, by the 48th Mission Support Group Commander (48 MSG/CC) or the 48th Force Support Squadron Commander (48 FSS/CC). You may not advertise or begin your event until you have written approval from 48 MSG/CC or 48 FSS/CC. Failure to accurately fill out all information may delay your request.

I. REQUESTOR DATA:

ORGANIZATION NAME	NAME OF REQUESTING INDIVIDUAL	CONTACT PHONE NUMBER	DATE OF REQUEST	DATE OF EVENT

II. EVENT DATA

1. State what type of donation event you are planning. _____
2. If you are placing donation boxes, where and for how long? _____
3. How will the donations be used? _____
4. How will you promote or advertise your proposed event? Be specific. _____
5. Are any other organizations other than yours, including any on-base or off-base entities, planning on conducting this event, or receiving any proceeds raised? _____. If yes, please provide the name(s) of th(os)e organization(s). _____
6. Will the event involve soliciting on base? _____ Off-base? _____

III. CERTIFICATION

By signing below, I certify that I have read and understand the following guidelines, as provided by the relevant authorities that govern fundraising within the Air Force (AFI 36-3101, AFI 34-223, DoD 5500.7-R).

SIGNATURE			DATE SIGNED	
COORDINATION (please have the appropriate facility sign off on your request)				
FACILITY	APPROVED TO USE?	NAME	SIGNATURE	DATE
AAFES (BX, shopette)				
Chapel (kitchen)				
Commissary				
Fitness Center				
Liberty Club				
Post Office				
Your Facility (is your fundraiser in your bldg?)				
Other				
PRIVATE ORGANIZATION OFFICE				
JUDGE ADVOCATE REVIEW				
		REMARKS		
DATE		NAME AND GRADE		SIGNATURE
COMMAND APPROVAL				
		REMARKS		
DATE		NAME AND GRADE		SIGNATURE

Once you have filled out the form and coordinated with all facilities you may be using during your event, please forward the for to the Private Org Monitor for routing to the 48 FW/JA and 48 FSS or MSG. Routing takes a MINIMUM of 14 days and 30 days during CFC/AFAF.