



DEPARTMENT OF THE AIR FORCE

HEADQUARTERS 319TH AIR REFUELING WING (AMC)
GRAND FORKS AIR FORCE BASE, NORTH DAKOTA

4 December 2008

MEMORANDUM FOR PRIVATE ORGANIZATIONS AND SPECIAL INTEREST GROUPS

FROM: 319 FSS/CC

SUBJECT: Fund Raising Procedures for Private Organizations

1. With the holiday season upon us and several fundraising requests coming in, some groups may not be familiar with the regulations regarding fundraisers, and we would like to clarify. All private organizations and special interest groups must follow the fund raising procedures in accordance with Air Force Instruction 34-223, *Private Organization (PO) Program*, and GFAFB Instruction 34-223, *Fund Raising For All GFAFB Organizations and Unofficial Activities*. All fund raising events held on GFAFB are subject to these instructions.
2. Groups must request permission for fund raisers at least two weeks in advance through the GFAFB Services website at www.gf-services.com. Two weeks allow us the time to properly and fully staff your request through the appropriate channels. If you are preparing food to sell (e.g., bake sale, breakfast burritos, etc.), Military Public Health must coordinate on all events involving food which is not pre-packaged (747-5511/5830).
3. All private organizations and special interest groups are only authorized to conduct two on-base approved fund raiser per calendar quarter. Off-base fundraisers are at the discretion of the organization. However, IAW GFAFBI 34-223, private organizations may not solicit donations from off-base entities for any reason without proper approval from the installation commander, or his designee.
4. If you have any questions or need further guidance, please contact Neil Sauve at 747-6992.

A handwritten signature in black ink, appearing to read "B D Lewis", is positioned above the typed name.

BRIAN D. LEWIS, Major, USAF
Commander, 319th Force Support Squadron

ELO use only, date received: _____