

**REQUEST FOR FUND-RAISER  
NAVPERSCOM 5340/1 (12-2018)**

Supporting Directive ADMINMAN 5340-020

**Instructions: This request for approval to conduct a fund-raising event within BUPERS Millington and NAVPERSCOM spaces is subject to the approval of the Navy Personnel Command Deputy Executive Assistant (PERS-00DEA). Return completed request to the Office of Legal Counsel (BUPERS-00J) at least 30 days prior to the event. You may not advertise or begin your fund-raising event until you have written approval. If approved by PERS-00DEA, please have a signed copy of this request at the fund-raising event.**

1. To:	2. From (Organization POC):	3. POC Phone Number:	4. Date Submitted:
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5. Organization Name:	6. POC E-mail Address:
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7. Event Title:

8. Event Date:	9. Event Time: From: To:	10. Event Location:	11. Number of Volunteers:	12. Number of Fund-raisers in last year: # Off Base: # On Base:
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13. What type of non-federal entity (NFE) is the organization?			14. Status of proof of insurance:		
<input type="checkbox"/> NFE (off base charter)	<input type="checkbox"/> NFE (on base charter)	<input type="checkbox"/> By Our Own/ For Our Own	<input type="checkbox"/> Previously Provided	<input type="checkbox"/> Attached	<input type="checkbox"/> Waiver Approved

15. Describe Event:	16. How will the proceeds be used?
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17. Select "Yes" or "No" for the below questions:	Yes	No
a. Organization Membership: Is the organization made up of mostly DoD (USN, USMC, USA, USAF) members?	<input type="checkbox"/>	<input type="checkbox"/>
b. Voluntary Participation Only: Will all participants be volunteers, not in uniform and not on duty?	<input type="checkbox"/>	<input type="checkbox"/>
c. Food: Will there be food preparation or sales? If yes, please describe below.	<input type="checkbox"/>	<input type="checkbox"/>
d. Location: Is the location considered to be the workplace?	<input type="checkbox"/>	<input type="checkbox"/>
e. Timing: Will the event occur during the CFC or NMCRS fund drives?	<input type="checkbox"/>	<input type="checkbox"/>
f. Alcohol: Will alcohol be sold or provided by the organization?	<input type="checkbox"/>	<input type="checkbox"/>
g. Prizes: Will prizes be awarded at the event? If yes, please describe below.	<input type="checkbox"/>	<input type="checkbox"/>
h. Other Organizations: Will you be coordinating this event with other organizations? If yes, please describe below.	<input type="checkbox"/>	<input type="checkbox"/>
i. Other Organizations: Will you be sharing the funds raised with other organizations (including off-base charities)? If yes, please describe below.	<input type="checkbox"/>	<input type="checkbox"/>

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By initialing and signing below, I certify that I have read and understand the following guidelines, as provided by the relevant authorities that govern fund-raising events in the U.S. Navy (see DoDINST 1000.15 of 24 October 2008 and DoDINST 5500.07-R). Please note that depending upon the specific facts and circumstances of your event, additional guidelines, not listed here may apply to your event.

18. By initialing and signing below, I certify that I have read and understand the following guidelines:		Initials
a. The Joint Ethics Regulation (JER) prohibits the wear of military uniforms while conducting fund-raisers.		
b. Organizations may not represent or imply to any customers that the fund-raiser is affiliated with the U.S. Navy or any tenant command onboard Naval Support Activity Mid-South.		
c. Use of the command logo by a private organization is prohibited. Use of a DoD unit or command name in the organization title requires the following disclaimer on all print and media: "THIS IS A NON-FEDERAL ENTITY. IT IS NOT A PART OF THE DEPARTMENT OF DEFENSE OR ANY OF ITS COMPONENTS AND IT HAS NO GOVERNMENTAL STATUS."		
d. Personnel who volunteer to work on fund-raisers must not be on official duty time. Personnel must be on leave, lunch, compensatory time off, or on a regularly scheduled break.		
e. Fund-raising must be conducted away from the workplace (e.g., building lobbies, the base housing area, in front the Navy Exchange, or in areas where people are generally not working).		
f. Use of official channels (e.g., letter or flyer) to notify others of the event is authorized, provided the notification does not appear to be an endorsement by the Federal Government.		
g. Government e-mail may be used to notify Government employees if the notification does not appear to be a federal endorsement of the event, and is approved by the supervisor, who is a commissioned officer. When used, e-mail must be of a short, minimal duration. E-mails with large attachments, which can slow down server time, are prohibited.		
h. It must be made clear to the general public that the fund-raising is being conducted through a non-federal entity (NFE) and not by a military unit or military member in his or her official capacity. An individual may use his or her rank and branch of service when signing correspondence, but may not use his or her military title or position.		
i. Off-base solicitations are permissible, but must clearly indicate that they are for an NFE or unofficial activity/organization and not Bureau of Naval Personnel (BUPERS) Millington, Naval Personnel Command (NAVPERSCOM), the U.S. Navy, or the DoD. Members participating in the fund-raiser may not solicit or coerce junior ranking members to participate.		
j. Donor/gift recognition may not be made publicly. However, recognition for contributions may be made to members of the NFE.		
k. Organizations may not serve or sell alcoholic beverages.		
l. Fund-raising organizations are prohibited from conducting raffles or games of chance.		
m. Fund-raising organization is responsible for the set-up and clean-up associated with the requested fund-raising activity.		
n. Personnel who volunteer to work on fund-raisers must be informed that they are acting in their individual, not official capacity, and that they may be held personally liable for any or all damage to persons or property caused by their negligence during this fund-raiser. The DoD, the USN, BUPERS Millington, and NAVPERSCOM assume no liability for personal injury, death, or property damage arising from this fund-raiser.		
o. If this request for approval to conduct a fund-raising event is approved, I agree to indemnify and hold the United States of America harmless from and against any and all claims, fees, injury, and liability arising out of or in any way connected with the use of the approved facility, whether or not caused or contributed to or by any negligence or alleged negligence on the part of any employee of the United States or member of the United States Military Services.		
p. No fund-raising conducted within BUPERS Millington and NAVPERSCOM may be for the benefit of a political activity.		
19. Requester Name and Title at Organization:	20. Requester Signature:	21. Date:

**FOR OFFICIAL USE ONLY  
Approving Authority's Action**

22. Remarks: If approved, this authorization constitutes approval to conduct the event, not approval of the requested date. Approval of the requested date must be coordinated with the logistical host (e.g., NEX)		<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved
23. Approving Official Name, Grade, and Title:	24. Approving Official Signature:	25. Date:	

26. Restrictions: