

IN-KIND COLLECTION OR DONATION COORDINATION FORM

Current as of JAN 2026. Previous Editions Obsolete

NAME OF COORDINATOR	DAYTIME PHONE NUMBER	Private Org / Unofficial Activity	Title of Event
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I request authorization to hold a In-Kind collection or donation event. If approved, I 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 In-Kind collection or donation event for which approval 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.

THIS FUNDRAISER REQUEST FORM SHOULD BE SUBMITTED AT LEAST 5 WEEKS PRIOR TO THE START OF THE FUNDRAISER.

SIGNATURE OF ELECTED MEMBER: _____

DATE: _____

START	END	LOCATION OF EVENT	NUMBER OF VOLUNTEERS
DATE	DATE 24455221		ADULTS (12+)
TIME	TIME		CHILDREN UNDER 12

Please mark "yes" or "no" for the following questions:

YES NO

 Is the PO/UA authorized to conduct business on FAIRCHILD AFB?

YES NO

 Does this PO have a current Insurance Policy or Insurance Waiver?

YES NO

 Will this event take place during the CFC or AAFAD drives?

 Is this event sponsored by a Private Organization (PO)?

 Will this event be advertised with a flyer? (If yes, please attach flyer)
COORDINATION**Instructions:**

1. After completing all the blocks shaded in grey, it is the Event's POC's responsibility to ensure that the In-Kind collection/donation request is routed through the following offices as needed:

A. Building Custodian: You are required to gain permission to hold your In-Kind collection/donation at any given location. If it is taking place on base, the facility manager will sign, if it will take place off base, an email will need to be attached stating that the private org has permission from the owner of that location (City of Spokane, Walmart, etc.)

B. Housing Office: If your In-Kind collection/donation is taking place in base housing, a signature or email from Balfour Beatty is required in lieu of a building custodian.

C. Security Forces: Any In-Kind collection/donation which requires civilians who do not have access to the base to obtain base access, must be coordinated with security forces in order to ensure that civilians can get base access.

D. Public Health: Any In-Kind collection/donation which include food preparation must be coordinated through Public Health.

E. AAFES: Any In-Kind collection/donation items which may potentially compete with AAFES must be routed through AAFES and permission must be gained by the private organization.

2. Once you have routed this In-Kind collection/donation coordination form through the above offices (as needed), this form should be routed to 92 FSS/FSR. 92 FSS/FSR will route the form to 92 ARW/JA and the Approving Official, and will notify you when the In-Kind collection/donation has been approved. They will also contact you if there are any questions or concerns.

Office	A. Bldg Custodian	B. Housing Office	C. Security Forces (If needed)	E. Public Health (If Needed)	F. AAFES (If needed)
Initials/Date					

92 ARW/JA Recommendation: Approve <input type="checkbox"/> Disapprove <input type="checkbox"/>	Remarks:
Signature: Name, Grade: Review Date:	

From: Approving Official **To:** Requester

Your request to conduct a In-Kind collection/donation and/or use the above facility at the times and dates indicated is:

Approved Disapproved

Remarks:

Signature:

IN-KIND COLLECTION OR DONATION COORDINATION FORM (REVERSE SIDE)

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EVENT DESCRIPTION:

- Give a detailed description of the event:

- Will any government facilities be used? If yes explain.

- How will the items be collected? Please explain.

- What type of items are requested?

- How will the event be advertised?

- How will this In-Kind collection/donation support DoD or Fairchild AFB members/families? -

- Will any safety measures will be in place?

IN-KIND COLLECTION OR DONATION COORDINATION FORM (CONTINUED)

NAME OF COORDINATOR	DAYTIME PHONE NUMBER	Private Org/ Official Activity	Title of Event
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I hereby certify that I have reviewed DAFI 34-106 and AFI 36-3101, and I will obey the following rules:

1. **Appearance and Disclaimer:** I understand that actions must be taken in order to prevent the appearance of an official sanction or support by the DOD. This includes not using any official DoD or Air Force letterhead. Furthermore, the following disclaimer must be prominently displayed on all print and electronic media mentioning the private organization's name, confirming that the private organization is not a part of the DoD: **"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."** (ref. DAFI 34-106, paragraphs 8.5.3)

Initials: [REDACTED]

2. **Use of Government E-mail:** I understand that Private Organization Guide (2019), governs the use of government email. Page 13 states, "The use of government equipment and systems for other than official purposes is extremely limited, Government communications systems may be used to inform Airmen of PO events of possible interest to the unit and its families" therefore, the use of government e-mail to publicize this In-Kind collection/donations is prohibited.

Initials: [REDACTED]

3. **Advertisement:** I understand that I cannot advertise for this In-Kind collection/donation until the In-Kind collection/donation request is approved by the 92 ARW/CC or designee.

Initials: [REDACTED]

4. **Inspections:** I understand that all In-Kind collection/donation events are subject to no-notice inspection to ensure health, safety, and compliance with the applicable regulations.

Initials: [REDACTED]

5. **Alcohol:** I understand that In-Kind collection/donations will not involve the sale of alcoholic beverages. (ref. DAFI 34-106, paragraph 5.15)

Initials: [REDACTED]

6. **Raffles:** I understand that raffles will not be conducted. This is in accordance with DAFI 34-106, paragraph 5.21.3 and Federal, State, and Local Laws, including Washington State Law.

Initials: [REDACTED]

6. **Fundraising:** I understand that a Private Organization may conduct up to three fundraisers per calendar quarter.

Initials: [REDACTED]

7. **Uniform:** I understand that In-Kind collections/donations may not be conducted by military members in their official capacity. Therefore, **private organization members will not be on duty, nor in uniform while participating in any fundraising activities** without the 92 ARW/CC or designee's advanced approval. (ref. DAFI 34-106, paragraph 1.1)

Initials: [REDACTED]

SIGNATURE OF COORDINATOR: [REDACTED]

Date [REDACTED]