



DEPARTMENT OF THE AIR FORCE

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

MEMORANDUM FOR PRIVATE ORGANIZATIONS AND SPECIAL INTEREST GROUPS

FROM: 319 FSS/CC

SUBJECT: Fund Raising Procedures for Private Organizations

1. With the recent election of new officers, some groups may not be familiar with the policies regarding fund raising. All private organizations and special interest groups must follow the fund raising procedures in accordance with Air Force Instruction 34-223, *Private Organizations (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 raising at least two weeks in advance through the GFAFB FSS website at <http://forksupport.com>. Two weeks allows 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, prior to request being submitted. Please send a copy of Public Health certificate to ann.sweeney.1@us.af.mil when you submit your request.
3. All private organizations and special interest groups are only authorized to conduct two on-base approved fund raisers per calendar quarter. IAW GFAFB OI 34-223, private organizations may not solicit donations from off-base entities for any reason without prior approval from the installation commander.
4. If you have any questions or need any further guidance, please contact Neil Sauve at 747-6992 or Ann Sweeny at 747-3229.

A handwritten signature in black ink, appearing to read "Regina D. Castro", is positioned above the printed name.

REGINA D. CASTRO, Major, USAF
Commander, 319th Force Support Squadron