

# FUNDRAISING REQUEST ROUTING PROCESS

1. Private Org Requester : Member fills out fundraising request thoroughly and as detailed as possible.
2. FSS/FSR PO Coordinator : Ensures Private Org is compliant in all areas before signing request and sending to 100 ARW/JA for review.
3. 100 ARW/JA : Conducts a legal review of the fundraiser to ensure they are in accordance with AFI34-223 Private Organizations Program and AFI 36-3101 Fundraising.
4. FSS/CC: Once the request is approved legally sufficient, the PO Coordinator will route the request to the FSS/CC for final approval.  
\*\*\*Please note the FSS/CC is not required to approve request even if FSS/FSR and 100 ARW/JA concur with approval\*\*\*
5. Private Org Requester : Fundraising request will be returned to the original requester whether the request has been approved or denied for the Private Org records.

