



DEPARTMENT OF THE NAVY
COMMANDING OFFICER
NAVAL AIR STATION LEMOORE
700 AVENGER AVENUE
LEMOORE CA 93246-5001

IN REPLY REFER TO:
NASLEMINST 5340.3A
N00
17 NOV 2022

NAS LEMOORE INSTRUCTION 5340.3A

From: Commander, Naval Air Station Lemoore

Subj: NON-FEDERAL ENTITIES, FUNDRAISING AND PROMOTIONAL ACTIVITY
ONBOARD NAVAL AIR STATION LEMOORE

Ref: (a) DoDI 1000.15 of 24 October 2008
(b) DoDD 1000.26E of 2 February 2007
(c) CNICINST 11000.1A
(d) DoDD 5500.7-R CH-7 of 17 November 2011 (Joint Ethics Regulation)
(e) BUPERSINST 1710.11C
(f) OPNAVINST 1700.7E
(g) SECDEF Memo of 19 June 2020, Reimbursable Activities in Support of Other
Entities
(h) CNICINST 1710.3

Encl: (1) NFE Procedures
(2) Fundraiser Advertising Requirements/Sample
(3) Application to Operate Onboard Naval Air Station Lemoore
(4) Organization Committee Members and Phone Numbers
(5) Sample Meeting Minutes
(6) Organization Charter/By-Laws
(7) Financial Statement/Audit Report
(8) Fundraiser Event Request
(9) Space or Facility Request
(10) MWR Advertising Opportunities

1. Purpose. To promulgate Naval Air Station Lemoore (NASL) policy governing Non-Federal Entities (NFEs) and execution of fundraising activities onboard NASL. This instruction is punitive. Failure to comply with this instruction may result in an NFE being prohibited from operation on base, and be advised that ethics regulations and federal law may impose administrative, punitive, or criminal sanctions for violations.

2. Cancellation. NASLEMINST 5340.3.

3. Background. Employees of the Department of Defense (DoD) are prohibited from fundraising in the federal workplace, subject to limited exceptions. All fundraising activity onboard NASL requires prior review and written approval by the Installation Commanding Officer (ICO) or his designee. References (a) through (d) provide policies governing NFEs

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onboard NASL. References (e) and (f) limit the frequency of NFE fundraising and establish guidelines for de-conflicting and outlining appropriate interactions between NFEs and official Morale, Welfare, and Recreation (MWR) assets and activities. Reference (g) discusses policy change regarding non-reimbursable support to private organizations. Reference (h) provides policy and standards for the operation and management of Navy MWR. Enclosures (1) and (2) are procedural information and the minimum advertising requirements, respectively. Enclosures (3) through (7) are submission requirements. Enclosure (8) is the fundraiser event request that must be submitted to NASL for each fundraising event to be hosted by an approved NFE. Enclosure (9) is the space or facility request that must be submitted for any request of space, to include temporary or one-time usage, by an approved NFE. Enclosure (10) outlines the allowed paid MWR advertising opportunities to NFEs. DoD personnel may take part in an NFE's activity so long as they participate in a purely non-official capacity.

4. Scope and Applicability

a. This instruction applies to all NFEs currently operating onboard, seeking approval for fundraising, and/or requests for provision of limited logistical support onboard NASL and associated privatized areas including:

- (1) Charities and non-profits
- (2) Civic organizations (e.g., Chambers of Commerce)
- (3) Family Readiness Groups (FRGs) and spouses' clubs
- (4) Service Ball committees (e.g., Navy, Marine Corps, SeaBee)
- (5) Veterans Organizations (e.g., VFW, American Legion)
- (6) Wardrooms, Chief Petty Officer Mess, First Class Petty Officers Association, Second Class Petty Officers Association, etc.
- (7) Youth Organizations (e.g., Boy Scouts, Girl Scouts, Navy Sea Cadets)

b. This instruction does not apply to:

- (1) Charitable solicitation of non-monetary "gifts-in-kind" (e.g., toy or food drives or winter clothing collections)
- (2) Combined Federal Campaign (CFC)
- (3) Command Fund activities (e.g., coffee mess, flower funds)
- (4) Defense Commissary Agency (DECA)
- (5) Military Relief societies

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- (6) MWR
- (7) Non-Appropriated Fund (NAF) and Appropriated Fund groups
- (8) National Military Associations (e.g., Navy League)
- (9) National Veterans Organizations
- (10) Navy Exchange (NEX)

c. Requests for the permanent assignment of space and services (existing furniture, machines, equipment, utilities, telephone, and internet service) are not covered by this instruction. Requests for permanent assignment of space or services should be submitted in accordance with reference (c). Of note, the DoD will no longer provide non-reimbursable support of any nature to other federal, state, territorial, tribal, or local government entities, private groups and organizations, foreign governments, international organizations, unless such support is required by statute or if discretionary non-reimbursable support is authorized but not required by statute, such support: (1) is authorized by the DoD joint ethics regulations or DoD public affairs guidance; or (2) is provided after approval of an exception to the process outlined in reference (g).

5. Definitions

a. Non-Federal Entity. An incorporated or unincorporated self-sustaining organization that is not an agency or instrumentality of the federal government. Membership of these organizations consists of individuals acting exclusively outside the scope of any official capacity as officers, employees, or agents of the federal government. There is no official relationship between the activities of NFEs and NASL. However, NASL has an interest and concern regarding the operation of these groups because of their location on the installation and the nature of their activities in support of programs for the benefit of NASL or tenant personnel.

(1) Directly-Affiliated NFE. Authorized to operate onboard a DoD installation upon the written approval of the ICO, directly associated with a command that operates onboard NASL, and has a tangible, traditional link with the federal government in membership, purpose, and activities. Directly-Affiliated NFEs do not require ICO approval to conduct activities off federal property.

(2) Independent NFE. Independent NFEs are not exclusively associated with a command or activity onboard NASL (e.g., Rotary clubs, Lions clubs, sports leagues not affiliated with MWR). Local chapters of independent NFEs of national organizations are responsible for ensuring compliance with this instruction.

b. "By Our Own, For Our Own" (BOOFOO). A BOOFOO is a specific type of NFE engaging in a particular subset of activities. An NFE could be operating as a BOOFOO if it is composed primarily of DoD-affiliated personnel conducting fundraising in their personal

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capacities for the benefit of command members and their families. For an event to be considered a BOOFOO event, the event must be “By our own, for our own, and among our own.” Qualified BOOFOO events may be endorsed by the command. Advertising is permitted but confined to the common area of the organization workspace. Participation solicitation outside the organization is prohibited. This instruction does not regulate BOOFOOs. Further information can be found in reference (d).

c. Command Fund Activities:

(1) Self-sustaining, non-fundraising sales activities conducted onboard NASL in command spaces without ICO approval. Activities are restricted to beverages and pastry or snack items, must not produce profit, and income from sales limited to offset stocking and operation costs. Expanded activity conflicts with NEX operations and requires prior approval and additional command scrutiny.

(2) Continuous sales of prepared food and drink or emblematic merchandise that raise money for the organization’s recreation fund are considered auxiliary resale outlet (ARO) activities governed by reference (f). Operation of ARO requires separate approval not covered by this instruction.

d. Fundraising:

(1) An organized activity engaged in the collection or generation of money for the benefit of a particular organization or cause.

(2) Official fundraising is an activity having statutory authorization (reference (a)), endorsed by the federal government, and allowed to conduct fundraising in the federal workplace.

(3) Unofficial fundraising is all other activity, regardless of the affiliation of the organization, not entitled to sovereign immunity and privileges to federal agencies or instrumentalities, not entitled to federal endorsement, and will not be conducted in the federal workplace.

e. Federal workplace. Includes all property onboard NASL. The ICO may declare certain common areas and spaces not dedicated to an official mission function to be outside the federal workplace. Prior approval must be obtained from the building occupants or revenue generating facility directors/managers to allow an NFE to advertise or host an activity at a specific location (e.g., housing areas, public entrances to exchanges, community support facilities). Tenant commands may declare certain spaces internal to their activities as outside the federal workplace for the purpose of conducting BOOFOO fundraisers and other unofficial activities.

6. NFE Procedures. See enclosure (1).

7. Support of NFE Events

a. NFEs are not entitled to DoD support. However, events that qualify for “limited logistical support” are single-day events requiring minimal installation property and personnel, do not interfere with the installation’s military mission, and meet the requirements in enclosure (1) of reference (d).

b. Support for NFEs may, but will not necessarily include:

- (1) Publicity through NASL public affairs office;
- (2) Access to non-workplace common areas with minimal use of utilities; or
- (3) Use of athletic fields and other facilities.

8. All NFEs are advised to review all references to this instruction in their entirety for further guidance on membership, financial, and operational guidelines not explicitly stated in this instruction. NFEs are responsible for maintaining awareness of all regulations affecting their operations.

9. Violations of this instruction, the applicable references, or other regulations will result in administrative action against the violating NFE, to include disqualification from operation onboard NASL, and may result in administrative or punitive action against involved individuals as appropriate.

10. Approval. The NASL ICO or his designee will provide written approval to private organizations each calendar year for continued operation. NFEs must update required documents and request renewal of status to operate onboard NASL annually.

11. Withdrawal of Recognition. NASL ICO, or Navy Region Southwest, may at any time, without notice, withdraw recognition of any private organization operating onboard NASL.

12. Contact Information. Contact the NASL NFE Program Manager at COMM: (559) 998-3349 or e-mail at LEM_Command_Services@navy.mil for further assistance.

13. Directive Responsibility. The NASL Program Manager (N05LS) is responsible for keeping this instruction current.

14. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per SECNAV-M 5210.1 of January 2012.

15. Review and Effective Date. Per OPNAVINST 5215.17A, NASL will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with federal, DoD, SECNAV, and navy policy and statutory authority using

OPNAV 5215/40 Review of Instruction. This instruction will automatically expire 5 years after effective date unless reissued or canceled prior to the 5-year anniversary date, or an extension has been granted.



Handwritten signature of Douglas M. Peterson in black ink, consisting of stylized initials and a surname.

DOUGLAS M. PETERSON

Releasibility and Distribution:

This instruction is cleared for public release and is available electronically only via:
Commander, Navy Installations Command (CNIC) Global Community Gateway 2.0 (G2) Web
site: <https://g2.cnic.navy.mil/naslemoireca/sitePages/Home.aspx>

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NON-FEDERAL ENTITIES PROCEDURES

1. To prevent the appearance of official sanction or support by the DoD:

a. NFE may not use the names, seals, logos, or insignia of the DoD or any DoD component, DoD organizational unit, or DoD installation on organization letterhead, correspondence, titles or in association with organization programs, locations, or activities in any way that suggests DoD endorsement of an NFE. Exceptions can be made for BOOFOO organizations which have requested permission to include the command name.

b. NFEs operating on DoD installations may use the name or abbreviation of the DoD, a DoD component, organizational unit, or installation in its name provided that its status as a NFE is apparent and unambiguous and there is no appearance of official sanction or support by the DoD. The following applies:

(1) The NFE must have approval from the appropriate DoD organization whose name or abbreviation is to be used before using the name or abbreviation.

(2) Any use of the name or abbreviation of a DoD component, organizational unit, or installation must not mislead members of the public to assume an NFE is an organizational unit of the DoD.

(3) An NFE must prominently display the following disclaimer on all print and electronic media mentioning the entity's name confirming that the entity is not a part of the DoD: "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."

2. Activities of NFEs covered by this instruction shall not in any way prejudice or discredit the DoD components or other federal government agencies.

3. The ICO shall approve written agreements that indicate permission to operate onboard NASL. The nature, function, and objectives of an NFE covered by this instruction shall be delineated in bylaws, charters, articles of agreement, or other authorization documents before receiving approval from the ICO. That documentation shall also include:

a. Description of eligible membership in the NFE.

(1) No person because of race, color, creed, sex, age, disability, or national origin shall be unlawfully denied membership, unlawfully excluded from participation, or otherwise subjected to unlawful discrimination by an NFE or other organization covered by this instruction.

(2) This will not prohibit the recognition of cultural, ethnic, or religious NFEs, provided membership is not unduly restricted or discriminatory on the above basis.

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b. Designation of committee management responsibilities, including the accountability of assets, satisfaction of liabilities, disposition of any residual assets on dissolution, and other documentation that shows responsible financial management.

c. All NFE committee members understand they are personally liable, as provided by law, if the assets of the NFE are insufficient to discharge all the NFE's liabilities.

4. An NFE covered by this instruction shall not offer programs, services or arrange activities on NASL that compete with MWR activities, but may, when specifically authorized, supplement those activities (e.g., community days). Where a conflict exists between an MWR-sponsored or other official event and an NFE activity, the MWR-sponsored or official event will receive preference.

a. NFEs are advised that requests for events during the CFC season or other OPM-approved fundraising drives are likely to be denied due to the inherent conflict.

b. The ICO is authorized to eliminate duplication of services or activities, particularly when those services or activities compete with the installation's revenue-generating activities. Overuse of NASL facilities or resources for similar events will diminish the effectiveness of all events and may permanently decrease community interest and participation. Accordingly, NASL will normally not approve more than two similar events (e.g., golf tournaments, bake sales, car washes) in any given month and may enforce more restrictive scheduling requirements based on the totality of the circumstances. For example, car washes may not be approved during periods of drought and when water restrictions for nearby communities. All such decisions are at the discretion of the ICO or his designee for the purpose of preserving the ability of all approved groups to effectively utilize NASL resources.

c. The ICO will make every effort to treat all similarly situated NFEs equally and not act in any way that provides an undue selective benefit to any particular NFE not entitled by law or regulation to special access or support. Approval of any NFE request for logistical support requires that NASL be willing and able to provide similar support to other NFEs or organizations. This consideration may affect the ICO's ultimate decision.

5. All NFEs covered by this instruction shall be self-sustaining, primarily through dues, contributions, etc. There shall be no financial assistance to any NFE in the form of contributions, repairs, services, or any donations of money or other assets.

6. All NFEs shall have adequate insurance, as defined by the DoD component concerned, to protect against liability and property damage claims or other legal actions that may arise due to the NFE's activities, those of its members, or the operation of its equipment or devices onboard NASL. DoD components will not assume liability (through insurance or other means) for any activities or assets of NFEs. Nothing in this instruction limits the right of the federal government or private citizens to pursue claims for damages against NFEs. All NFEs are fully liable for their activities onboard NASL. A waiver from the ICO may be obtained (if requested) where the NFE's activity presents a negligible risk of harm.

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7. All NFEs shall comply with applicable fire and safety regulations (e.g., food safety) environmental laws, local, state and federal tax codes; and any other applicable statutes or regulations.
8. Income from NFEs or their activities shall not accrue to individual members of the NFE.
9. An NFE may bring approved property onboard NASL to facilitate execution of an authorized event. No assertions of claims will be made towards the property of an NFE. Property subsequently abandoned by an NFE may be acquired under the terms of existing DoD policy and consistent with the laws applicable to the host command. All property and/or equipment brought onboard for an event must be removed by the NFE no later than 24 hours following the end of the event.
10. Initial and Renewal Certification. All NFEs are required to submit initial or renewal request to operate onboard each calendar year to the ICO or his designee for approval. All NFEs will submit all requested documentation for review and approval by the ICO or his designee prior to engaging in any fundraising activities onboard NASL.
 - a. The ICO will issue an official 'Approval to Operate' letter to approved NFEs. Approval to operate will expire as specified in the approval letter. NASL retains the right to require NFEs to provide proof of compliance with all relevant regulations, regardless of prior recognition. The ICO may revoke an NFE's recognition for any reason, at any time. All NFEs not approved for operation onboard NASL will receive a letter documenting the reasons for denial.
 - b. All requests must include the following:
 - (1) A duly prepared constitution, by-laws, charter, articles of agreement or other organizational documents, balance sheet, along with a list of officers and their contact information. The request to operate must be signed by someone with authority to bind the NFE.
 - (2) Proof of liability insurance or a waiver request must be included. Pursuant to reference (b), an NFE shall possess adequate insurance to protect against claims that may result from its activities. The insurance requirement may be waived in cases where an NFE's activities present a negligible risk of harm to the base community. In no case will the ICO assume any liability for the activities of an NFE. NFE members are personally liable, as provided by law, if the assets of the NFE are insufficient to discharge all liabilities.
 - (3) Internal Revenue Service determination letters and Form 990 establishing non-profit status, if applicable.
 - (4) Proof of completion of a favorable background check for any individuals having continued contact with military-sponsored children under age 18 in DoD operated, contracted, or community based programs, if applicable.
 - c. The NASL NFE Program Manager will provide limited technical assistance in the initial certification of an NFE's application and the processing of event requests. NFEs are not entitled

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to legal advice from Region Legal Service Office Southwest or any federal attorney and are advised to seek independent legal counsel for any questions requiring legal interpretation or advice.

11. Limited Logistical Support.

a. An NFE must have previously been granted authorization to operate onboard NASL to submit a request for limited logistical support. However, a request for limited logistical support may be submitted at the same time as the authorization to operate onboard NASL.

b. In the event that an NFE requests use of space or personnel not controlled by the NASL ICO, the NFE requesting support must have prior written approval from the tenant command CO or OIC prior to routing the request.

c. Tenant command COs and OICs may authorize BOOFOO use of space within their own command spaces without requiring the NFE to obtain NASL approval. This delegation of authority only applies to NFEs previously authorized by the ICO.

12. Fundraising Event Requests and Advertising. An NFE must have previously been granted authorization to operate onboard NASL to submit a request to fundraise onboard NASL. However, a request to fundraise may be submitted at the same time as the authorization to operate onboard NASL. Approved NFEs will submit fundraising event requests enclosure (8) to the NASL NFE Program Manager for submission to the ICO for approval.

a. All fundraising event requests will be submitted no later than 30 days prior to the requested event date. Applications submitted less than 30 days from the event date may be summarily denied at the ICO's discretion.

b. All NFEs are required to submit one event request for each individual fundraising activity. No blanket requests will be approved.

c. Each event request must include all promotional material (flyers, posters, etc.) intended to publicize the event on or off federal property. If any promotional material is not in compliance with this instruction enclosure (2) the NFE will be required to modify and resubmit the material. Failure to modify non-compliant materials may result in denial of a request and further action at the ICO's discretion.

d. All advertising for fundraisers must be approved by the ICO in advance. Advertising on the installation for NFE events is limited to specific locations outlined in enclosure (9). Advertising outside of these locations is not permitted. The type of advertising that may be authorized depends on the NFE's category as outlined below:

(1) BOOFOO NFEs may be allowed to post flyers in command common areas if approved by the cognizant commanding officer. It is the responsibility of the NFE to remove all cork board advertisements within 24 hours of conclusion of the event.

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(2) Non-BOOFOO NFEs wishing to advertise their events on the installation in approved locations must enter into an advertising agreement with MWR.

e. BOOFOO organizations may be provided limited logistical support in accordance with Section 3-210 of the Joint Ethics Regulation to advertise membership drives. Other non-BOOFOO organizations may purchase/rent advertising space through MWR per paragraph 407 of enclosure (1) of reference (h). At no time may a non-BOOFOO NFE conduct membership drives unless it has purchased/rented advertising space through MWR.

f. The ICO or his designee will issue written notice of approval or denial. Approved events may receive further support as outlined in paragraph 7 of this instruction.

13. NFEs desiring to have alcohol (beer and wine only) consumed at an event must utilize MWR to both provide the alcohol and potentially serve it.

14. If an NFE rents an MWR facility in accordance with paragraph 407 of enclosure (1) of reference (h) and pays a fee or reimburses MWR costs, this does not constitute the providing of logistical support under paragraph 3-211 of the Joint Ethics Regulation. As such, none of the determinations required by paragraph 3-211 are required, to include the requirement to apply for permission from the ICO to operate onboard NASL. Additionally, since no logistical support is being provided, the restriction against fundraising does not apply. An NFE may raise funds in conjunction with its use of MWR facilities to cover the costs of the event or to support future events. If an NFE is interested in utilizing Tailhook Tavern outside of normal operating hours or would like to hold a special function during operating hours for fundraising purposes, please call (559) 998-2213 to make arrangements.

FUNDRAISER

[ORGANIZATION NAME]

[Date of event]

[Time and Location of event]

Point of contact info

Rate/Rank FN LN

Non-government email address

Non-government phone #

Cost

“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.”

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DD Mmm YY

From: Leading Officer, Requesting Organization
To: Commanding Officer, Naval Air Station Lemoore

Subj: REQUEST FOR (NAME OF ORGANIZATION) TO OPERATE ABOARD NAVAL AIR STATION LEMOORE AS A NON-FEDERAL ENTITY

Ref: (a) DoD Instruction 1000.15 of 24 Oct 2008
(b) CNICINST 11000.1A of 5 June 2018
(d) NASLEMINST 5340.3A of 23 Aug 22

Encl: (1) organization By-Laws/Charter of DATE
(2) organization Officers and Phone Numbers
(3) organization Meeting Minutes of DATE
(4) organization Financial Statement/Balance Sheet of DATE
(5) organization Liability Insurance Policy (certain organizations may request waiver)

1. Request authorization for the organization to operate aboard NASL for a period of one year (or less, if an outgrant is issued). Enclosures (1) through (X) are submitted to support the establishment of the organization as a NFE. Organization does not need permanent spaces, as all meetings are held in conference rooms or common spaces.

2. Per references (a) through (c), the undersigned hereby certifies the following:

- a. The organization does not unlawfully deny membership to anyone because of race, creed, sex, age, disability, or national origin.
- b. The members of the organization understand they may be held personally liable if the assets of organization are insufficient to satisfy its liabilities.
- c. The organization and its members will adhere to all applicable federal, state, local, and foreign law.
- d. In the event authorization to operate on the base is revoked or not renewed, the organization agrees to promptly remove any remaining property from the base.

3. Request waiver of proof of insurance liability as all members of the organization are active duty U.S. Navy personnel (include or delete this statement, as applicable).

I. M. SIGNATURE

Enclosure (3)

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[ORGANIZATION NAME] COMMITTEE MEMBERS AND PHONE NUMBERS

PRESIDENT:

Phone number:

Email address:

VICE PRESIDENT:

Phone number:

Email address:

MASTER-AT-ARMS:

Phone number:

Email address:

SECRETARY:

Phone number:

Email address:

TREASURER:

Phone number:

Email address:

[Other committee title]:

Phone number:

Email address:

[Other committee title]:

Phone number:

Email address:

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SAMPLE MEETING MINUTES

[ORGANIZATION NAME]

1. The meeting of [Organization Name] was called to order on [date] at xxxx hours.
2. The following persons were present:
 - a. Committee Members present:
 - b. Guests present:
3. OLD BUSINESS:
 - a. The minutes of the last meeting were read and approved (or approved with the following changes):
 - b. The financial report was presented and approved (or approved with the following changes):
4. NEW BUSINESS:
 - a.
 - b.
 - c.
5. DISCUSSION:
 - a.
 - b.
 - c.
6. The meeting was adjourned at xxx hours. The next meeting is scheduled for [date] at xxxx hours in [location].

I.M. SECRETARY
Secretary
Date signed:

I.M. PRESIDENT
President
Date signed:

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[ORGANIZATION NAME] CHARTER/BY-LAWS

NFE NAME
STREET ADDRESS
City, State, Zip Code

ARTICLE I:

Organization Name, Purpose, Objectives

ARTICLE II:

General Provisions

ARTICLE III:

Officers and Management Responsibilities

(e.g., Elected positions: President, Vice-President, Secretary, and Treasurer, etc)

ARTICLE IV:

Membership Eligibility

(e.g., Composition of membership (active duty and/or dependents, retirees, DoD civilian, contractors)

(e.g., ___% of membership are active duty, ___% membership have base access)

ARTICLE V:

Activities/Funding Sources/Insurance

(e.g., Gambling (including raffles) is prohibited.)

ARTICLE VI:

Meetings

ARTICLE VII:

Amendments

ARTICLE VIII:

Dissolution, Satisfaction of Debts, Disposition of Assets

FINANCIAL STATEMENT/AUDIT REPORT

From: [Organization Name]
To: Commanding Officer, Naval Air Station Lemoore

Subj: AUDIT REPORT CY xxxx

DATE OF AUDIT: _____

REASON FOR AUDIT: INITIAL/RENEWAL/CLOSE OUT/DISSOLUTION
(circle one)

AUDIT REPORT

Balance sheet

ASSETS:

LIABILITIES:

Cash on hand	\$ _____	Bills owed	\$ _____
Savings Account	\$ _____	Others (list by category)	
Checking Account	\$ _____	_____	\$ _____
Club Property	\$ _____	_____	\$ _____
Others (list by category)			
_____	\$ _____		
_____	\$ _____		

TOTAL Assets (TA) \$ _____ TOTAL Liabilities (TL) \$ _____

(NW=TA-TL) NET WORTH (NW) \$ _____

INCOME STATEMENT

INCOME:

EXPENSES:

Sales	\$ _____	Materials/	
Donations	\$ _____	Supplies	\$ _____
Dues	\$ _____	Equipment	\$ _____
Interest	\$ _____	Goodwill Activities	\$ _____
Others (list by category)		Donations	\$ _____
_____	\$ _____	Service Charges	\$ _____
_____	\$ _____	Others (list by category)	\$ _____
		_____	\$ _____

TOTAL INCOME (TI) \$ _____ TOTAL EXPENSES (TE) \$ _____

(YI=TI-TE) YEARLY INCOME (YI) \$ _____

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The above categories for assets, liabilities, income, and expenses are only examples. Other categories may be used that are more applicable to the organization. Your forwarding letter should list any discrepancies found during the audit, proposed schedule of events, the name, address and telephone number of all elected officers, and designate a single point of contact.

THE AUDIT MUST BE SIGNED BY FIVE PERSONNEL, THREE ACTIVE MEMBERS OF THE ORGANIZATION CONDUCTING THE AUDIT, THE TREASURER AND THE PRESIDENT.

AUDIT MEMBER

AUDIT MEMBER

AUDIT MEMBER

TREASURER

PRESIDENT

FUNDRAISER EVENT REQUEST

From: _____ [Organization Name]
To: Commanding Officer, Naval Air Station Lemoore

Subj: REQUEST FOR FUNDRAISER EVENT APPROVAL ONBOARD NASL

The _____ [Organization Name] respectfully requests
permission to conduct a(n) _____ (type of
fundraiser) from _____ to _____ hours, on _____ (date)

at the following location(s):

_____.

The purpose of the fundraising is: _____.

Enclosed for your review are specific support requirements (if any), alternate contingency plans (if any), and all event publicity items intended for distribution.

The point of contact for this fundraiser activity is:

Name: _____

Command and email address: _____

Phone Number: _____

(Signature and Date)

Received at SJA office date: _____ SJA Initials: _____

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Date: _____

AUTHORIZATION FOR _____ FUNDRAISER EVENT

1. Logistical Host (e.g., NAVFAC)

Recommend: Yes No

Signature

Reason for disapproval recommendation (if required):

Federal Fire Concurrence (For Car Washes only)

Recommend: Yes No

Signature

Reason for disapproval recommendation (if required):

NOTE: For all car wash requests, both NAVFAC and FEDFIRE must recommend approval prior to submitting to SJA.

2. Staff Judge Advocate

Recommend: Yes No

Signature

Reason for disapproval recommendation (if required):

3. The above named organization is GRANTED/NOT GRANTED permission to conduct the fundraiser requested onboard NASL on the dates and times indicated.

4. The U.S. Navy is NOT responsible or liable in any way for the fundraiser.

5. The organization should consider purchasing private insurance for the requested fundraiser.

6. The organization is responsible for set up and clean up associated with the requested fundraising activity.

Commanding Officer

Copy to:
Staff Judge Advocate (when complete)

FACILITY/SPACE REQUEST

From: _____ [Organization Name]
To: Commanding Officer, Naval Air Station Lemoore

Subj: REQUEST FOR SPACE OR FACILITY USE APPROVAL ONBOARD NASL

The _____ [Organization Name] respectfully requests
permission to utilize _____
_____ (location or description of space) from
_____ to _____ hours and/or date. The purpose of the usage is: _____
_____.

Enclosed for your review are specific support requirements (if any), to include proof of liability insurance.

The point of contact for this space request is:

Name: _____

Command and email address: _____

Phone Number: _____

(Signature and Date)

Received at NFE PM office date: _____ NFE PM Initials: _____

Date: _____

AUTHORIZATION FOR _____ SPACE/FACILITY USE

1. Logistical Host (e.g., NEX, Commissary)

Recommend: ___ Yes ___ No

Signature

Reason for disapproval recommendation (if required):

2. Staff Judge Advocate

Recommend: ___ Yes ___ No

Signature

Reason for disapproval recommendation (if required):

3. The above named organization is GRANTED/NOT GRANTED permission to utilize the space/facility requested onboard NASL on the dates and times indicated.

4. The U.S. Navy is NOT responsible or liable in any way for damage occurred in the space/facility during the approved time indicated.

5. The organization should purchase private insurance for the requested space/facility.

6. The organization is responsible for administrative fees associated with any real estate agreement, if required.

7. The organization is responsible for maintaining the space/facility in the order in which it was received and returning it in like condition. Any set up and clean up associated with the space/facility must occur within 24 hours once the area is no longer required to include removing external materials, equipment, and logistical items brought onboard NASL.

Commanding Officer

Copy to:

Staff Judge Advocate (when complete)

17 NOV 2022

Naval Air Station Lemoore Advertising Opportunities
Please contact MWR at 559-998-2241 for current rates.

TV Advertisement Options and Locations:

Month(s)	Time	Discount
1 Month	20 Second Static Slide	0%
2 Months	20 Second Static Slide	0%
6-8 Months	20 Second Static Slide	10%
9-12 Months	20 Second Static Slide	20%

Locations:

- Main Side Fitness Center
- Ops Side Fitness Center
- The Navy Exchange Food Court
- Tailhook Lanes Bowling Center
- Child Development Center
- Youth Program
- Fleet and Family Readiness Center
- Community Recreation
- Ops Side Galley

Wall Wrap (8'W X 4'H) – Locations (available per month):

- Main Side Fitness Center
- Liberty Center

Counter Wrap (size varies) – Locations (available per month):

- Main Side Fitness Center
- Community Recreation
- Spuds
- Tailhook Lanes Bowling Center

Movie Theater Static Slide/Video Options Available

- Static Slide 20 seconds
- 15 Second Video
- 30 Second Video

For any NFEs interested in utilizing Tailhook Tavern outside of normal operating hours or would like to hold a special function during operating hours for fundraising purposes, please call (559) 998-2213 to make arrangements.

