**Robins Air Force Base:**

**Gifts to Robins AFB Employees**

**& Participation at Events**

Please send this formvia either:

|  |  |  |
| --- | --- | --- |
| ***Mail:***  78th Air Base Wing Public Affairs  620 Ninth Street, Suite 230  Robins AFB, GA 31098 |  | ***E-mail:***  [lisa.ham@us.af.mil](mailto:lisa.ham@us.af.mil)  alexandra.shea.1@us.af.mil |

**Instructions:**

Please provide all of the information requested in this form so that it can be properly evaluated under ethics regulations and other applicable law. If information is incomplete or omitted, processing may be delayed.

**I. Basic Information about Event:**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Event: | [Add] | | |
| Description of Event: | [Add] | | |
| Purpose/Nature of Event: | [Add] | | |
| Date of Event: | [Add] | | |
| Time of Event: | [Add] | | |
| Location of Event: | [Add] | | |
| Event Website: | [Add] | | |
| Is media invited to cover the event? | | Yes | No |
| Is the recipient being asked to attend the event in uniform? | | Yes | No |
| What is the dress for the event (e.g., professional)? | | [Add] | |

**II. Personnel Requested:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Who is being requested/invited to be involved in this event?: | | | | [Add] | |
| What is the invitee (above) being requested to do? | | Speak at event | Accept a gift. | | |
| Serve as panelist | Perform (e.g., Honor Guard). Explain: [Add]  Other participation. Explain: [Add] | | |
| Attend (only) |
| *\* Full details for* ***speaking, panelist, and other participation*** *requests must be provided in* ***Section VI*** below  *\* Full details for* ***gift(s) offered******to Robins AFB*** *employees must be provided in* ***Section V*** *below* | | | | | |
| If multiple Robins AFB employees are invited to this event, please list them below: | | | | | |
|  |  | | | |  |
| Explain: [Add] | | | | | |

**III. Sponsor/Requestor Information:**

|  |  |
| --- | --- |
| Organization Sponsoring Event: | [Add] |
| Description of Organization: | [Add] |
| Organization Website: | [Add] |
| Point of Contact (POC): | [Add] |
| POC Email Address: | [Add] |
| POC Phone Number: | [Add] |

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| Does the sponsor have any matter(s) pending before the DoD? | Yes | No |
| If Yes 🡪 Explain: [Add]  If “Yes” 🡪 Is the DoD employee who is invited to the  event involved in these matters? | Yes | No |

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| --- | --- | --- |
| Is the sponsor organization tax-exempt under 501(c)(3)? | Yes | No |

**IV. Comments:**

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| [Add, if applicable] |

**V. Gift(s) Offered to Robins AFB Employees:**

***If a gift is being offered to a Robins AFB employee, answer the questions below in Section V. If not, skip to Section VI.***

**A. Description of Gift(s) Offered:**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Is the recipient being offered “free attendance” to the event? | | | | | Yes | | No | | |
| If Yes 🡪 What is the estimated cost (per person)  of food, refreshments, and entertainment at the  event? | | | $ per person | | | | | | |
| If different from the value listed above, identify  the ticket or entry fee cost to attend the event: | | | | $ per person  Not Applicable | | | | | |
| Is an entity *other than the event sponsor* paying the cost for DoD invitees? | | | | | | | | Yes | No |
| If “Yes” 🡪 Identify the entity and names of the DoD invitees it will pay for: [Add, if necessary] | | | | | | | | | |
| Are any other gifts being offered, in addition to free attendance (e.g., free parking, mementos, transportation, etc.)? If yes, please describe below: | | | | | | | | Yes | No |
| For each gift offered: | | Description of Gift(s): | | | | Market Value of Gift(s): | | | |
| 1. | | [Add, if necessary] | | | | [Add, if necessary] | | | |
| 2. | | [Add] | | | | [Add] | | | |
| 3. | | [Add] | | | | [Add] | | | |
| Additional Details: | [Add, if necessary] | | | | | | | | |

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| --- | --- | --- | --- | --- |
| **B. Gift Donor Information:** | | | | |
| Full Name of Donor (organization/individual offering gift): | | [Add] | | |
| Is the donor a part of the federal government? | | | Yes | No |
| Is the donor a part of the local or state government? | | | Yes | No |
| Is the donor a civic organization exempt from taxation under 26 U.S.C. 501(c)(4)? | | | Yes | No |
| Is the donor a Department of Defense (DoD) or Robins Air Force Base contractor? | | | Yes | No |
| Is the donor seeking official action by the agency of the gift recipient? | | | Yes | No |
| Does the donor do business or seek to do business with the agency of the gift recipient? | | | Yes | No |
| Does the donor have interests that may be substantially affected by the performance or nonperformance of the agency of the gift recipient? | | | Yes | No |
| Additional Details: | [Add, if necessary] | | | |

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| **C. Gift Recipient Information:** | | | | |
| Name of Gift Recipient (individual being offered gift(s)): | | [Add] | | |
| Is a gift also being offered to the recipient’s spouse, parent, sibling, child, or a dependent relative? | | | Yes | No |
| If “Yes” 🡪 Please explain: [Add] | | | | |
| Additional Details: | [Add, if necessary] | | | |

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| **D. Gift(s) of Free Attendance:** | | | | | |
| ***If offering “free attendance” to an event, please answer the following questions:*** | | | | | |
| Who is invited to attend the event? | Select Individuals | | General Public | | |
|  | Other. Explain: [Add] | | | | |
| If the event is open to the general public, how is the event advertised to the public (e.g., website, radio)? | | [Add] | | | |
| Is attendance free for *all* attendees?  Details: [Add, if necessary] | | | | Yes | No |
| If open to the public, is attendance free to the public? | | | | Yes | No |
| Number of attendees expected: | [Add] | | | | |
| Will attendees have an opportunity to move about, converse, and exchange ideas/views with other attendees? | | | | Yes | No |
| Is the gift of free attendance coming from the sponsor of the event? | | | | Yes | No |
| If the gift of free attendance is not coming from the sponsor of the event, who is it coming from? Explain: [Add, if necessary] | | | |  |  |

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| Does the invitation include an unsolicited offer for the employee to bring a guest to the event? | | Yes  How many? [Add] | | | No | |
| If “Yes” 🡪 Will others in attendance also be accompanied by a guest? | | | | Yes | | No |
| Makeup of Audience Attending: | General Public. Is the vast majority of the audience the general public?  Yes  No | | | | | |
| Air Force Personnel | | Other DoD Personnel | | | |
| State Government  Leaders | | Other Federal Executive  Branch Personnel | | | |
|  | Local Government  Leaders | | Federal Legislative Branch  Personnel | | | |
|  | Representatives from  Industry | | Academia | | | |
|  | Other – Description: [Add, if necessary] | | | | | |
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| Is it a fundraising event (is any portion of admission price tax deductible)? | | | | Yes | | No |
| If “Yes” 🡪 If available, what portion of the  admission is suggested as tax deductible? | $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Unknown | | | | | |
| Is this an event recurring from year to year? | | Yes | No | | Unknown | |

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| **E. Comments:** | |
| Please provide any additional information (copy of invitation, etc.): | [Add, if applicable] |

**VI. Support Request Information:**

***If support (speaker, performer, etc.) is requested, answer the questions below in Section VI. If not, form is complete.***

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| **A. Program/Event Information:** |  |

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| --- | --- | --- | --- |
| Is the event being broadly promoted? | | Yes | No |
| Is the event a fundraiser, or does it involve fundraising in any way? | | Yes | No |
| Is the event directed by Public Law, executive order, or the Secretary of Defense? | | Yes | No |
| Is the event an official Federal Government ceremony/function? | | Yes | No |
| Is the event a civil ceremony/function? | | Yes | No |
| Is the event open to the general public? | | Yes | No |
| If *not* open to the general public, who are invitations extended to?  [Explain, if applicable] | |  |  |
| Is the event in direct support of Air Force recruiting programs? | | Yes | No |
| Is the event in support of fundraising campaigns for U.S. teams or USAF teams competing in the Pan American or Olympic games? | | Yes | No |
| Is the event patriotic in nature for the celebration of an official local, state, regional, or national holiday? | | Yes | No |
| Is the event for a supporting DoD-approved united, federated, or joint fundraising campaign (such as the Combined Federal Campaign)? [Explain, if applicable] | | Yes | No |
| Will the event endorse or selectively benefit any private individual, special interest group, business, religious, ideological movement, commercial venture, political candidate, or organization? | | Yes | No |
| Will the event involve soliciting votes in a political election or providing a platform for a political message? | | Yes | No |
| Is the event commercially sponsored and intended to increase sales and business traffic (e.g., business grand opening)? | | Yes | No |
| Will the event involve the staging of a controversy or a public confrontation? | | Yes | No |
| Will the event be used to gain media visibility or notoriety? | | Yes | No |
| Is the sponsor planning to televise the event? | | Yes | No |
| **Fundraising Events.** Please answer the following questions if the event is a charitable fundraiser: | | | |
| Is the event affiliated with the Combined Federal Campaign (CFC)? | | Yes | No |
| Additional Details: | [Add, if applicable] | | |

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| **B. Event Sponsor(s) Information:** |

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| --- | --- | --- | --- | --- |
| Name of Sponsor(s):  *\* If multiple sponsors, name all sponsors\**  *\* For organizations, provide full registered name\** | | [Add] | | |
| Is the sponsor a local, state, or federal government (or part of a local, state, or federal government)? | | Yes | No | One sponsor is, but not all are  (explain in “Additional Details”) |
| Is the sponsor a veterans, military-service related, patriotic, or historical organizations, or their auxiliaries? | | Yes | No | One sponsor is, but not all are  (explain in “Additional Details”) |
| Is the sponsor a civic, service, youth, professional, educational, trade, or labor organizations interested in supporting the Air Force (but not by fundraising)? | | Yes | No | One sponsor is, but not all are  (explain in “Additional Details”) |
| Is the sponsor a commercial enterprise? | | Yes | No | One sponsor is, but not all are  (explain in “Additional Details”) |
| Is the sponsor a public school, college, or university? | | Yes | No | One sponsor is, but not all are  (explain in “Additional Details”) |
| Is the sponsor a nonpublic school, college, or university? | | Yes | No | One sponsor is, but not all are  (explain in “Additional Details”) |
| Is the sponsor a religious organization? | | Yes | No | One sponsor is, but not all are  (explain in “Additional Details”) |
| Is the sponsor an ideological movement? | | Yes | No | One sponsor is, but not all are  (explain in “Additional Details”) |
| Is the sponsor a political organization/campaign? | | Yes | No | One sponsor is, but not all are  (explain in “Additional Details”) |
| Is the sponsor an organization with a narrow membership base or interest? [Explain, if applicable] | | Yes | No | One sponsor is, but not all are  (explain in “Additional Details”) |
| Is the sponsor an organization whose membership is based on race, religion, color, national origin, gender, or sexual orientation? | | Yes | No | One sponsor is, but not all are  (explain in “Additional Details”) |
| Does the sponsor make its constitution, by-laws, member qualifications, or ritual available to the general public? | | Yes | No | One sponsor does, but not all are  (explain in “Additional Details”) |
| Additional Details: | [Add, if applicable] | | | |

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| **C. Details of Support Requested:** |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| How long is the support expected to last? *EX: 20 minutes; all day* | | | [Add] | | | | |
| Is admission being charged to event?  If “Yes” 🡪 How much is admission? $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Additional Details: [Add, if applicable] | | | | Yes | | No | |
| Will the support requested bring credit to the individuals involved and at no cost to the government? | | | | Yes | | No | |
| **A. Speaker/Panelist Request.** Please answer the following questions if a speaker is being requested: | | | | | | | |
| If a specific individual is requested, who is requested? | | [Add, if applicable] | | | | | |
| If a specific individual is *not* being requested, who/what is requested? | | [Add, if applicable] | | | | | |
| What is the subject/topic of the speech or panel? | | [Add, if applicable] | | | | | |
| If others will be speaking or serving on a panel, who is speaking/serving? | | [Add, if applicable] | | | | | |
| **B. Participant Request.** Please answer the following questions if individuals are being requested for support, but the support requested is not for a speech/panel (e.g., Honor Guard, coin toss, etc.): | | | | | | | |
| If a specific individual is requested, who is requested? | | [Add, if applicable] | | | | | |
| If a specific individual is *not* being requested, who/what is requested? | | [Add, if applicable] | | | | | |
| If others will be participating, who else is participating? | | [Add, if applicable] | | | | | |
| Is the service requested available from a commercial source? | | | | | Yes | | No |
| Are active-duty, Air National Guard, Air Force Reserve, ROTC personnel, or USAF Academy cadets in uniform outside military bases being asked to serve as guards, parking lot attendants, runners, messengers, escorts, baggage handlers, for crowd control, or in any other unlawful or inappropriate capacity? | | | | | Yes | | No |
| **C. Equipment/Facilities Request.** Please answer the following questions if Robins AFB equipment and/or facilities are being requested for support: | | | | | | | |
| What equipment/facility is requested? | | [Add, if applicable] | | | | | |
| Is the equipment or facility requested available from a commercial source? | | | | | Yes | | No |
| Are you also requesting Robins AFB employees to assist to make proper use of the equipment/facilities requested? | | | | | Yes | | No |
| Additional Details: | [Add, if applicable] | | | | | | |

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| **D. Details of Location of Event:** |

|  |  |  |  |
| --- | --- | --- | --- |
| Location/Site of Event:  *\* Include address \** | [Add] | | |
| Is the event open and free of charge to the public with admission, seating, and other facilities available to all without regard to race, creed, color, national origin, gender, or sexual orientation? | | Yes | No |
| Is the location of the event a military base? | | Yes | No |
| Is the location of the event a local, state, or federal property, facility, or building? | | Yes | No |
| Is the location of the event a bona fide community center? | | Yes | No |
| Is the location of the event a private commercial building? | | Yes | No |
| Is the location of the event a building/facility used for a religious purpose? | | Yes | No |
| If so, is the support requested for a religious service? | | Yes | No |
| Is the location of the event a shopping mall or center? | | Yes | No |
| Additional Details: | [Add, if applicable] | | |