



**ROBINS AIR FORCE BASE:
GIFTS TO ROBINS AFB EMPLOYEES
& PARTICIPATION AT EVENTS**



Please send this form via either:

Mail:
78th Air Base Wing Public Affairs
620 Ninth St. Suite 230
Robins AFB, GA 31098

Fax:
(478) 327-6001

E-mail:
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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?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the recipient being asked to attend the event in uniform?	<input type="checkbox"/> Yes <input type="checkbox"/> 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?	<input type="checkbox"/> Speak at event <input type="checkbox"/> Accept a gift. <input type="checkbox"/> Serve as panelist <input type="checkbox"/> Perform (e.g., Honor Guard). Explain: [Add] <input type="checkbox"/> Attend (only) <input type="checkbox"/> Other participation. Explain: [Add]
<p>* Full details for <i>speaking, panelist, and other participation</i> requests must be provided in Section VI below</p> <p>* Full details for <i>gift(s) offered to Robins AFB employees</i> must be provided in Section V below</p>	
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]
Does the sponsor have any matter(s) pending before the DoD? If Yes → Explain: [Add]	<input type="checkbox"/> Yes <input type="checkbox"/> No
If “Yes” → Is the DoD employee who is invited to the event involved in these matters?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the sponsor organization tax-exempt under 501(c)(3)?	<input type="checkbox"/> Yes <input type="checkbox"/> No

IV. COMMENTS:

[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? <input type="checkbox"/> Yes <input type="checkbox"/> 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		
<input type="checkbox"/> Not Applicable		
Is an entity <i>other than the event sponsor</i> paying the cost for DoD invitees? <input type="checkbox"/> Yes <input type="checkbox"/> 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:		<input type="checkbox"/> Yes <input type="checkbox"/> 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]	

B. Gift Donor Information:

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

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? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If “Yes” → Please explain: [Add]		
Additional Details:	[Add, if necessary]	

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?	<input type="checkbox"/> Select Individuals	<input type="checkbox"/> General Public
	<input type="checkbox"/> 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]
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Is attendance free for <i>all</i> attendees? Details: [Add, if necessary]	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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If open to the public, is attendance free to the public?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Number of attendees expected:	[Add]
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Will attendees have an opportunity to move about, converse, and exchange ideas/views with other attendees?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Is the gift of free attendance coming from the sponsor of the event?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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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?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	How many? [Add]	

If “Yes” → Will others in attendance also be accompanied by a guest?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Makeup of Audience Attending:	<input type="checkbox"/> General Public. Is the vast majority of the audience the general public? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	<input type="checkbox"/> Air Force Personnel	<input type="checkbox"/> Other DoD Personnel
	<input type="checkbox"/> State Government Leaders	<input type="checkbox"/> Other Federal Executive Branch Personnel
	<input type="checkbox"/> Local Government Leaders	<input type="checkbox"/> Federal Legislative Branch Personnel
	<input type="checkbox"/> Representatives from Industry	<input type="checkbox"/> Academia
	<input type="checkbox"/> Other – Description: [Add, if necessary]	

Is it a fundraising event (is any portion of admission price tax deductible)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If “Yes” → If available, what portion of the admission is suggested as tax deductible?	\$ _____ <input type="checkbox"/> Unknown	

Is this an event recurring from year to year?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Unknown
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E. Comments:

Please provide any additional information (copy of invitation, etc.):	[Add, if applicable]
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VI. SUPPORT REQUEST INFORMATION:

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

A. Program/Event Information:

Is the event being broadly promoted?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the event a fundraiser, or does it involve fundraising in any way?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the event directed by Public Law, executive order, or the Secretary of Defense?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the event an official Federal Government ceremony/function?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the event a civil ceremony/function?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the event open to the general public?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the event in direct support of Air Force recruiting programs?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the event in support of fundraising campaigns for U.S. teams or USAF teams competing in the Pan American or Olympic games?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the event patriotic in nature for the celebration of an official local, state, regional, or national holiday?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the event for a supporting DOD-approved united, federated, or joint fundraising campaign (such as the Combined Federal Campaign)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will the event endorse or selectively benefit any private individual, special interest group, business, religious, ideological movement, commercial venture, political candidate, or organization?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will the event involve soliciting votes in a political election or providing a platform for a political message?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will the event involve the staging of a controversy or a public confrontation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the sponsor planning to televise the event?	<input type="checkbox"/> Yes	<input type="checkbox"/> 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)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Additional Details:	[Add, if applicable]	

B. Event Sponsor Information:

Name of Sponsor(s): <i>* If multiple sponsors, name all sponsors*</i> <i>* For organizations, provide full registered name*</i>	[Add]		
Is the sponsor a local, state, or federal government (or part of a local, state, or federal government)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> 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?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> 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)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> 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, or sex?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> One sponsor is, but not all are (explain in "Additional Details")

If the sponsor <i>is</i> an organization whose membership is based on sex or national origin, is the program for the entire community and not to promote the organization's objectives?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Is the sponsor a commercial enterprise?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> One sponsor is, but not all are (explain in "Additional Details")
Is the sponsor a public school, college, or university or nonpublic school, college, or university?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> One sponsor is, but not all are (explain in "Additional Details")
Is the sponsor a religious group?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> One sponsor is, but not all are (explain in "Additional Details")
If the sponsor <i>is</i> a religious group: Does the event involve or relate to a specific religious sect or political group?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Does the sponsor make its constitution, by-laws, member qualifications, or ritual available to the general public?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> One sponsor does, but not all are (explain in "Additional Details")
Is the sponsor a sect, partisan political organization, or ideological movement?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> One sponsor is, but not all are (explain in "Additional Details")
Additional Details:	[Add, if applicable]		

C. Details of Support Requested:

How long is the support expected to last? <i>EX: 20 minutes; all day</i>	[Add]		
Is admission being charged to event? If "Yes" → How much is admission? \$ _____ Additional Details: [Add, if applicable]	<input type="checkbox"/> Yes	<input type="checkbox"/> 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 <i>not</i> 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 <i>not</i> 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 instead of Robins AFB?	<input type="checkbox"/> Yes	<input type="checkbox"/> 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?	<input type="checkbox"/> Yes	<input type="checkbox"/> 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 instead of Robins AFB?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Are you also requesting Robins AFB employees to assist to make proper use of the equipment/facilities requested?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Additional Details:	[Add, if applicable]		

D. Details of Site/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, or gender?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Is the site of the event a military base?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Is the site of the event a local, state, or federal property, facility, or building?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Is the site of the event a bona fide community center?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Is the site of the event a private commercial building?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Is the site of the event a building/facility used for a religious purpose?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Is the site of the event a shopping mall or center?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Additional Details:	[Add, if applicable]		