

• The 460TH Force Support Squadron Presents •



VENDOR APPLICATION

17 NOV • 1100-1700 HRS & 18 NOV • 0900-1500 HRS | LDC- EVENT CENTER BLDG. 1032

NAME:

VENDOR NAME:

EMAIL:

GIVE A BRIEF DESCRIPTION OF WHAT YOU'RE SELLING:

PHONE #

BOOTH SIZE:

10'X6' U-SHAPED: \$60

10'X12' U-SHAPED: \$100

AFFILIATION TO BUCKLEY:

ACTIVE DUTY MILITARY

RETIREE

PRIVATE ORG/UNOFFICIAL ACTIVITY

DOD CIVILIAN

FAMILY MEMBER/DEPENDANT

OUTSIDE VENDOR

VENDOR APPLICATION IS ON A FIRST COME BASIS. VENDORS MUST COMMIT TO BOTH DAYS.

Food vendors must meet 460 MDG Public Health Requirements,

Please proceed to the Public Health Form on page 2.

Private Orgs please proceed to page 6 to complete the Private Org form.

• APPLICATION DEADLINE THURSDAY, 9 NOVEMBER •

Applicants will be notified of application acceptance by Friday, 10 November.

Full payments need to be made by Thursday, 16 November or vendor spot will be released.

We reserve the right to decline any inappropriate vendors

Payments made at Outdoor Rec Bldg. 1022: Mon, Tue, Thur, Fri: 0830-1700 & Wed: 0830-1300 hrs

Please submit application to: robert.padia.3@spaceforce.mil

• VENDOR CANCELLATION POLICY •

FOR A FULL REFUND PLEASE CANCEL BY MONDAY, 13 NOVEMBER.





SANITATION STANDARDS FOR TEMPORARY FOOD SERVICE FACILITIES

Temporary food service activities present unusual problems for maintaining safe food products. The guidelines listed below will assist you in keeping an acceptable level of personal hygiene and food safety practices.

Personal Hygiene:

- People preparing or serving food must be healthy and free from illness, and have no cuts, wounds, or sores on their hands or arms.
- Clean clothing must be worn, shirts or blouses must cover the upper body, including the armpits, and shoes must also be worn. People working with food must wear hair covering to control loose hair. A hair net, hat or bandannas are acceptable.
- The only jewelry to be worn is a plain ring, such as a wedding band. Watches and bracelets are not to be worn while working in food booths.
- Fingernails must be clipped to the end of the finger and kept clean.
- Smoking, eating and drinking are not permitted in the food preparation or food serving area. However, food handlers may drink from a clean closed beverage container such as a squeeze bottle.
- Clean water, soap and paper towels must be available for washing and drying hands (bleach and water solution used only for the hands is acceptable).

Food:

- All food must come from an approved source. Foods purchased from the commissary and shoppette are permitted, other sources must be verified through the Public Health office.
- Foods like hamburgers, hot dogs, etc., should be prepared when ordered by customers. Foods must be thoroughly cooked (no medium rare foods).
- All foods prepared prior to customer request must be kept at 135°F or higher.
- In the event foods are prepared at a different facility or a location other than at the booth site, a sign or table card must be present, informing patrons that the food was prepared at a location not inspected by Public Health. The food must be maintained at the proper temperature at all times. All hot food must be kept at or above 135°F. Cold food must be kept at or below 41°F.
- Processed poultry must be cooked to an internal temperature of 165 °F (i.e., chicken sandwiches, chicken nuggets) and pork must reach an internal temperature of at least 170 °F (i.e., breakfast burritos, pork sandwiches, lumpia, schnitzel etc.) however, raw poultry is not authorized.

- All foods must be covered when not being used or prepared. Cooked food must not come into contact with raw food or touch surfaces where raw food has been until the surface has been washed and sanitized.
- Single service utensils (plastic forks, spoons and knives) are required for customer use.
- All foods, supplies and equipment must be stored off the ground. Recommend using pallets, portable shelving or crates to allow for four to six inches of clearance.
- Single service condiments are recommended. If this isn't possible, dispense from "squeeze" or "pump" type dispensers.
- Handle foods with utensils, not with hands. Use a scoop to dispense ice. The ice scoop may be stored in the ice with the handle extending out. The handle must not come in contact with the ice.

Sanitizing:

- A hand washing facility must be available to sanitize employee's hands.
- Personnel who handle money will not handle food before sanitizing their hands first. It is highly recommended that persons designated to handle money do not handle food.
- All utensils must be washed, rinsed and sanitized before the event. A chlorine solution must be available to wipe up spills from counter tops. One tablespoon of household bleach added to one gallon of water is a sufficient concentration. Replace this solution as frequently as needed.

Public Health has the right to inspect any facility where food is being stored or prepared. If the requirements of these guidelines are not followed, Public Health is authorized to condemn foods or close operations that pose a significant health risk to the community. These guidelines do not address every issue of food safety and are not all encompassing, but provide basic guidance. If your temporary facility involves something other than what is presented here, please contact the Public Health at 720- 847-6454.

Remember that it is your responsibility to protect the Buckley Community from food borne illness. Food poisoning can cause pain and suffering, mission delays, and in some cases even death. Once again, use common sense and caution when working with food. If in doubt, contact Public Health for assistance.



TEMPORARY FOOD SERVICE FACILITY APPLICATION

Event:

Today's Date:

Location:

Date/Time of Event:

POC:

Phone:

Organization:

List all foods/beverages to be served:

Where will food(s) be purchased?

Where will food preparation take place?

List all foods & beverages to be served hot:

Describe how each item will be cooked & how it will be maintained at 140°F or above until served:

List all foods & beverages to be served chilled:

Describe how each item will be maintained at 41°F or below until served:

Describe where/how food handlers will wash their hands:

Describe how food contact surfaces will be cleaned & sanitized:

Printed name/signature of person completing this form:

FOR PUBLIC HEALTH USE:

Event Approval Status

Date of Approval Status

Signature/Stamp

Approved

Disapproved

FUNDRAISER REQUEST FORM

TO: 460 FSS BSFB CO 80011	FROM: NAME OF RESPONSIBLE INDIVIDUAL/PHONE NUMBER	DATE OF REQUEST:
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NOTICE: I request authorization to hold a fundraising event on BAFB CO. If approved, I further expressly agree to indemnify and hold the United States of America harmless from and against any and all claims, loss, and liability, however caused, arising out of, or in any way connected with this event, whether or not caused or contributed to by any negligence or alleged misconduct on the part of any employee of the United States or member of the United States Armed Forces. I understand should an incident occur, the individual members of the requesting organization, rather than the Air Force, would be liable.

ORGANIZATION REPRESENTED (Name and Address)	TIME(s) and DATE(s) OF THIS FUNDRAISER
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SIGNATURE	DATE(s) OF LAST FUNDRAISER
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To Complete Form Please Read Instructions on Reverse -Please Print-	NO. OF EXPECTED PARTICIPANTS	
	ADULTS	CHILDREN UNDER 12

<p>DETAILS of your event e.g.: WHO: ABW Top Three Association WHAT: wishes to hold a cookie sale, WHERE: in the lobby of the Wing HQ building 10, WHY: funds to be used to offset cost of a unit party. (Be complete and if necessary, attach more information on a separate page.)</p> <p>Who:</p> <p>What:</p> <p>Where:</p> <p>Why:</p> <p>Advertising: The Joint Ethics Regulation prohibits the use of DoD communication resources (telephones, fax machines, E-mail, the Internet) or any other Government resource in any manner that would reflect adversely on the DoD, which specifically includes soliciting and selling (JER sec. 2-301.a. and b).</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;"></th> <th style="width: 10%;">Yes</th> <th style="width: 10%;">No</th> <th style="width: 10%;"></th> <th style="width: 10%;">Check</th> <th style="width: 10%;">Yes</th> <th style="width: 10%;">or</th> <th style="width: 10%;">No</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>1.</td> <td></td> <td colspan="3">The requesting organization is primarily made up of AF/DoD members.</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>2.</td> <td></td> <td colspan="3">All participants will be volunteers, not in uniform, and, if the fundraiser is conducted during duty hours, will be on leave or special pass.</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>3.</td> <td></td> <td colspan="3">This event will not involve food preparation. (If so, see reverse)</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>4.</td> <td></td> <td colspan="3">The location of this event is not considered the workplace.</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>5.</td> <td></td> <td colspan="3">This event will not involve solicitation in base housing.</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>6.</td> <td></td> <td colspan="3">Official endorsement of this event is not desired.</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>7.</td> <td></td> <td colspan="3">If event is sponsored by an unofficial activity, its assets were below \$1000 average for the last 3-month period.</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>8.</td> <td></td> <td colspan="3">This event will not occur during the CFC or AFA drives.</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>9.</td> <td></td> <td colspan="3">This is either the first or second fundraiser event in this calendar quarter.</td> </tr> </tbody> </table>		Yes	No		Check	Yes	or	No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1.		The requesting organization is primarily made up of AF/DoD members.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2.		All participants will be volunteers, not in uniform, and, if the fundraiser is conducted during duty hours, will be on leave or special pass.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.		This event will not involve food preparation. (If so, see reverse)			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4.		The location of this event is not considered the workplace.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5.		This event will not involve solicitation in base housing.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6.		Official endorsement of this event is not desired.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7.		If event is sponsored by an unofficial activity, its assets were below \$1000 average for the last 3-month period.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8.		This event will not occur during the CFC or AFA drives.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9.		This is either the first or second fundraiser event in this calendar quarter.		
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460 SW/JA RECOMMENDATION: <input type="checkbox"/> Approval <input type="checkbox"/> Denial Signature: _____	Review Date: _____
Qualifies as: _____ A local INTERNAL program AWAY FROM the workplace (AFI 36-3101, Table 1, Rule 4) _____ A local INTERNAL program AT the workplace (AFI 36-3101, Table 1, Rule 3)	
_____ OTHER (_____)	
Remarks: _____	

DECISION OF APPROVAL AUTHORITY: YOUR REQUEST TO CONDUCT A FUNDRAISER AT THE TIMES AND DATES INDICATED IS:
<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED

REMARKS/LIMITATIONS

NAME, GRADE, AND DUTY TITLE	SIGNATURE
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INSTRUCTIONS

1. Appropriate coordination and approval are required on all fundraising request. Proper coordination procedures are listed below; please follow each to ensure the proper agencies have reviewed your request.
2. All fundraising activities must be coordinated through 460 FSS and 460 SW/JA. Generally, fundraising is governed by DoD 5500.7-R, AFI 34-223, and AFI 36-3101.
3. Private Organizations **must not** do anything that implies Federal endorsement of a fundraising event and **may not** actively participate in fundraising while on duty, in uniform, or while at the workplace. All DoD members who participate in this event must do so with the clear understanding that they may only do so in their capacity as individuals. Civilian employees, like military members, are subject to the requirements of AFI 36-3101 and the Joint Ethics Regulation (JER).
4. Fundraisers are to be conducted **away from** the workplace. The installation commander determines which areas of the installation are and are not workplaces. The AFI provides examples of what are considered “workplaces” (offices, hangars, flight line) and what are not considered “workplaces” (base quarters, entrances, lobbies or concourses of buildings, schools, chapels, break rooms). The requirement that fundraising not occur at the workplace is not affected by the military status of those engaged in the fundraiser.
5. A fundraiser **may not** consist of frequent/continuous resale activities or compete with AAFES, Services, or NAFI activities. However, occasional sales are permitted. Occasional has been defined as not more than two (2) per calendar quarter. This fundraiser can be authorized if it complies with this definition.
6. Door-to-door solicitation is largely prohibited in military housing areas. This prohibition exists to protect the security of the installation, avoid high-pressure sales techniques and allow military personnel and their families a peaceful living environment free from unwanted intrusion. As such, access to military housing for door-to-door solicitation is and will be highly restricted.
7. The use of government resources is prohibited. This excludes limited use of government facilities.
8. **Government email may not be used in furtherance of this fundraiser.** (DoD 5500.7-R and AFI 33-119). Advertisement of the event may not appear to be an official Air Force or BAFB endorsement of the event. Further, all advertisements for this event must contain the following endorsement, “THIS IS AN UNOFFICIAL ACTIVITY. IT IS NOT A PART OF THE DEPARTMENT OF DEFENSE OR ANY OF ITS COMPONENTS AND IT HAS NO GOVERNMENT STATUS.”
9. Finally, solicitation of DoD personnel junior in rank, grade or position is not allowed.

COORDINATION

Once submitted to 460 FSS, the approval process can take up to twenty (20) days. Please plan accordingly.

1. If event **does not** involve the handling or preparation of food, coordinate through:
 - A. Base facility proposed for use
 - B. 460 FSS
 - C. Legal Office (460 FSS will coord with Legal and 460 MSG/CC)
2. If event **does involve** food preparation i.e., bake sale, chili sale, or any event that requires the handling of food, coordinate through:
 - A. Base facility proposed for use
 - B. Public Health
 - C. 460 FSS
 - D. Legal Office (460 FSS will coord with Legal and 460 MSG/CC)