

(INSERT DATE)

MEMORANDUM FOR 374 FSS/FSRPO

FROM: (INSERT THE COMPLETE NAME OF YOUR ORGANIZATION)

SUBJECT: Fund-Raiser Request - (INSERT TYPE EVENT – BAZAAR / RUN)

1. Request approval for the following fund-raising function:

- a. Date:
- b. Time:
- c. Location:
- d. Items to be sold:
- e. Purpose of fundraiser:
- f. POC Name:

POC Telephone Number:

POC e-mail address:

g. This is the (INSERT 1ST/2ND fund raising request for the (INSERT 1ST/2ND/3RD/4TH Quarter of FYXX).

h. All reporting requirements and documents are up to date with FSS/FSRPO.

i. We have coordinated this event with the facility manager (1st Ind).

2. We acknowledge the following: (place initials by each)

_____ We understand we cannot advertise for this event until approval has been granted.

_____ We understand the following disclaimer must be printed on all media/flyers mentioning the name of our organization “This is a private organization. It is not a part of the Department of Defense or any of its components and it has no governmental status.”

_____ We understand that once approved, we must obtain a permit from FSS/FSRPO and prominently display the permit and the name of our organization at the fund raising event.

_____ Fundraising workers will not consume or serve alcohol during the event.

_____ Fundraising workers will be off duty and in civilian attire.

_____ A fundraising report will be submitted to FSS/FSRPO 14 days after the event.

//Signed/name/date//

(Name of Requestor)

(Private Organization name)

1st Ind, to (INSESRT NAME OF PRIVATE ORGANIZATION), (DATE OF REQUEST MEMORANDUM), Fund-Raiser Request (INSERT TYPE EVENT – CAR WASH/AUCTION/DANCE)

(OFFICE SYMBOL OF FACILITY WHERE EVENT IS TAKING PLACE)

MEMORANDUM FOR 374 AW/JA

The requested date and time for the fundraiser is/is not available. The requestor has been briefed on all applicable requirements. The point of contact is _____ at DSN _____.

//Signed/initials/date//
(NAME and TITLE)

2nd Ind, to (INSERT NAME OF PRIVATE ORGANIZATION), (DATE OF REQUEST MEMORANDUM), Fund-Raiser Request (INSERT TYPE EVENT – BAZAAR/RUN)

374 AW/JA

MEMORANDUM FOR 374 MSG/CC

Recommend approval/disapproval of this food fund-raiser request. Any specific recommendation(s) or guidance is attached, when applicable.

JA REPRESENTATIVE SIGNATURE BLOCK

3rd Ind, to (INSERT NAME OF PRIVATE ORGANIZATION), (DATE OF REQUEST MEMORANDUM), Fund-Raiser Request (INSERT TYPE EVENT – CAR WASH/AUCTION/DANCE)

374 MSG/CC

MEMORANDUM FOR 374 FSS/FSRPO

This food fundraiser request is approved / disapproved.

Todd M. Freece, Colonel, USAF
Commander
374th Mission Support Group