

FUNDRAISER REQUEST LETTER

Date: _____

Memorandum for 4 FSS/FSR

From: _____
Private Organization Name

Subject: Request for Fund Raiser

1. Under the provisions of AFI 34-223, 11 August 2003, we request approval for the following private organization/unit fund to conduct a fundraiser:

Type of Fund Raiser: _____

Date of Event: _____ Place of Event: _____

Point of Contact: _____ Ext _____

2. We acknowledge that along with this request the items listed below must also be submitted for approval with this package.

- a. Three most recent bank statements.
- b. A statement from public health approving any request dealing with food items.
- c. A full, complete and detailed paragraph describing the event.
- d. A full listing of any base resource requested (i.e. use of a room, use of grills, etc.) along with an explanation of why they are being requested.
- e. Any and all information on advertising planned for the event (i.e. flyers, newspaper ads, etc.)

3. We acknowledge our private organization will conduct no soliciting at the workplace, will not use the government e-mail system to advertise this event, and will conduct no advertising for this event until both the event and the advertising are approved.

4. We acknowledge the members of this organization are jointly and severally liable for anything that may happen at this event. We have reviewed and aware of the provisions of paragraph 10.11 of AFI 34-223 dated 11 August 2003.

Signature President

Grade/Rank/Organization

1st Ind, Building Custodian (where fundraiser will be held)

Memorandum for 4 FSS/FSR

Concur/Nonconcur

Name/Rank/Organization

Date

2nd Ind, 4 MDG/ (Public Health)

Memorandum for 4 FSS/FSR

Concur/Nonconcur

Name/Rank/Organization

Date

3rd Ind, 4 FSS/FSR

Memorandum for 4 FSS/FSR

Concur/Nonconcur

VERNESHA C. TOWNSEND
Resource Management Flight Chief
4 FSS/FSR

Date

4TH Ind, 4 FSS/CD

Memorandum for 4 FSS/DD

Approve/ Disapprove

LINDA EDSALL-HUARD, Civ, USAF
Deputy Director, 4th Force Support Squadron

Date

5th Ind, 4 MSG/CC

MEMORANDUM FOR 4 FSS/FSR

Approve/Disapprove

WILLIAM L. THOMAS, JR., Col, USAF
Commander, 4th Mission Support Group

Date