

## FUNDRAISER REQUEST LETTER

Date: 17 June 08

Memorandum for 4th FSS/FSR

From: Group 56  
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: Military Appr.

Date of Event: July 3, 2008 Place of Event: military appreciation celebration

Point of Contact: Tsgt. Hampton / Ssgt. Walters Ext 2-4241 2-0027

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.

Rqrita L. Hays  
Signature President

Tsgt Group 56  
Grade/Rank/Organization

# EXAMPLE



DEPARTMENT OF THE AIR FORCE  
4TH COMPONENT MAINTENANCE SQUADRON (ACC)  
SEYMOUR JOHNSON AIR FORCE BASE NORTH CAROLINA

June 17, 2008

MEMORANDUM FOR: 4 FSS/FSR

FROM: Group 56

SUBJECT: July 3, Military Appreciation Celebration

1. Group 56 is requesting permission to run a food booth at the 3<sup>rd</sup> of July, Military Appreciation celebration located on Seymour Johnson AFB. I our food booth will sell nachos with cheese, chili and jalapeños. We also request to sell drinks, the Pepsi products. Group 56 also request a booth in Kiddie Land to sell water and ice pops.
2. The only base resource that we will require is power to warm the cheese and chili. We do not plan to do any advertising. We are depending on the advertising that the base is providing for this event.

A handwritten signature in cursive script that reads "Lafaunta L. Hampton".

LAFAUNTA L. HAMPTON, TSgt, USAF  
President Group 56

EXAMPLE