

SAMPLE FUNDRAISER REQUEST
(MUST BE COMPLETED ON PRIVATE ORGANIZATIONS OWN LETTERHEAD)

(Date)

MEMORANDUM FOR 50 SFS/SFO
50 FSS/FSR
50 SW/JA
50 FSS/CC

FROM: (Private Organization Name)

SUBJECT: Request to Conduct Fundraiser

1. Request approval for a (description of fundraiser) to be held at (area were fundraiser is to take place) on (date of fundraiser) from (time of fundraiser) to _____.

a. I have confirmed with my supporting Protocol Office that this event will not conflict with any scheduled DV event.

b. I understand any advertisement I use will not violate facility excellence standards (Per 50 SW HB 32-1064, OPR 50 CES); specifically, I understand I may not attach posters or flyers to any doors, walls, or windows. Any storyboards and easels used for advertising in building common areas (i.e., halls and vestibules) will be approved for use by 50 FSS/CC.

2. (This paragraph should contain a detailed description of the fundraiser).

3. Project officer and telephone number: (Should be same as person signing letter, and be an officer of the PO.)

4. I certify that our organization has completed all requirements to be considered a private organization, and liability for this fundraiser is solely the responsibility of our Private Organizations and the individuals in our Private Organization.

(Signature)
(Typed Name)
(Title, Private Organization Name)

Approve/Disapprove use of WECF/Building #30 and NECF/Building #200

Alternate location: _____

Security Forces Representative