**Name of PO**

 **Address**

**Address**

 Month Date, Year

Director of Family and Morale, Welfare and Recreation

ATTN: Angelie Woolworth and Karen Peters

Private Organization/Fundraising Coordinators

6850 Barron Avenue, Building 85, Fort Benning, GA 31905

Email: angelie.c.woolworth.naf@mail.mil Phone: 706-545-7041

Email: karen.s.peters.naf@mail.mil Phone: 706-545-2448

SUBJECT: Request for Private Organization Fundraiser

1. Request approval of the following fundraising activities for our private organization (PO).

 a. Purpose:

1. Dates and time:
2. Location of fundraiser:
3. Description of fundraiser:
4. Number of fundraisers held thus far this calendar year:

2. Our PO will deposit funds generated from this activity into the PO’s account. The financial statement will show a separate line entry for the funds earned from this activity.

3. Permission to conduct the fundraiser in this particular location was obtained from the individual in charge of the area. POC for the area is: Name, phone number.

4. We cautioned individuals involved in the fundraising on the following:

 a. Sales are permitted at the fixed location and dates identified above only.

 b. Individuals may not be approached. Fundraising activities may only be available to those who wish to make a purchase/participate.

1. Soldiers may participate in the fundraiser voluntarily in their private capacities (not in uniform and not on duty time). However, they must not knowingly solicit or make solicited sales to DoD personnel junior in rank, grade, or position, or to the family members of such personnel on or off duty.

5. POC for this activity is: Name, phone number, email address.

 Type requestor’s name (sign above)

 President (or Position in PO)