**Name of PO**

 **ADDRESS**

**ADDRESS**

 DATE: (DATE)

Karen Peters and Kathy Williams

DFMWR, Private Organization/Fundraiser Coordinators

7370 Kilgore Street, Building 228, Room 116

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

Email: Kathy.a.williams.naf@mail.mil Phone 706 545-3909

MEMORANDUM FOR DFMWR

SUBJECT: Request for Private Organization Fundraiser

1. Request approval of the following fund-raising activities for our private organization.

 a. Purpose:

1. Dates and Time:
2. Location Area 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: XXXXX, (000) 000-0000.

4. We cautioned individuals involved in the fundraising were cautioned of the following:

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

 b. Individuals may not be approached. Fund raising 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 who are junior in rank, grade, or position, or to the family members of such personnel on or off duty.

5. POC for this activity is: XXXXX, phone, email.

 Requestor’s signature