



**DEPARTMENT OF THE AIR FORCE  
PACIFIC AIR FORCES**

MEMORANDUM FOR 18 FSS/FSRF  
18 FSS/FSR  
18 FSS/CC

FROM:

SUBJECT: FUNDRAISER REQUEST

- 1. Request permission to conduct a fundraising event.
- 2. The following information is provided in support of this request:

- a. **Nature of Event:**
- b. **Location of the Event:**
- c. **Date of Event:** **Time:**
- d. **Project Officers:** **Phone:**
- e. **Item(s) to be sold:**
- f. **Entry Fee/ Admission Charge:**
- g. **Funds from this event will be used for:**
- h. **Requested by (PO representative):**

**For Sports Programs (youth/adult):** \_\_\_\_\_  
Program Coordinator

i. **Base support required** (*endorsements from person responsible in which sale/event is taking place, e.g. BX, PSC, Burger King etc.*)

\_\_\_\_\_  
Name and Signature \_\_\_\_\_  
Facility

j. **Coordination with Public Health is mandatory if food is to be sold:**

\_\_\_\_\_  
(Name and Signature) PUBLIC HEALTH

k. **Coordination with 718 CES/CEAN, Bldg 3621:** \_\_\_\_\_  
(Mandatory: Car Wash) (Name and Signature) 718 CES/CEAN

**THIS REQUEST AND APPROVAL LETTER MUST BE ON HAND DURING THE EVENT**