

## Fundraiser Request Form Procedure

***\*All FRF must be submitted 15 days prior to the proposed event***

1. Complete the **FROM** section with the name of your organization.
2. Complete all of Section 2 {a-h}. Be sure to provide a good contact number.
3. **i. Base support required (*endorsements from person responsible in which sale/ event is taking place, e.g. BX, PSC, Burger King etc.*)**  
This line has to be signed by the facility manager where you intend to conduct your fundraiser.
4. **j. Coordination with Public Health is mandatory if food is to be sold:**  
If you are selling any prepared food items, the form has to be signed by the officials at Public Health. They are located on the first floor of the clinic on Kadena AB.
5. **k. Coordination with 718 CES/CEAN, Bldg 3621**

**If you are having a car wash, take the form to Bldg 3621 first for their approval! If they don't approve your car wash, there is no need to get any other signatures.**

6. **Bring the completed form to Bldg 721A /Rm108A.** We are located directly across from the old lemon lot. We are the building closest to the NCO Academy.

If you have any questions, please contact Willie Watt @ 632-7215 or Rockie Cruz @ 632-7218