

SFRG Fundraiser Request Form (SFRG Informal Fund)

For reporting unit-area fundraisers, complete **Part I**

For requesting outside of the unit area fundraising, complete **Part II** (requires 30 days advance request). You will be notified of the decision in writing.

Send reports/requests and any required attachments to Tara Mahrer at tara.e.mahrer.civ@mail.mil

PART I UNIT-AREA Fundraiser Report

UNIT NAME	
TYPE OF FUNDRAISER (i.e. car wash, bake sale, etc.)	
DATE/TIME	
LOCATION	
UNIT POC NAME	
UNIT POC EMAIL	
ATTACH: 1. BN Level (or equivalent) approval (may be copy of email, memorandum, etc.)	

PART II OUTSIDE UNIT AREA/OFF-POST Fundraiser Request

UNIT NAME	
TYPE OF FUNDRAISER (i.e. car wash, bake sale, etc.)	
DATE/TIME	
LOCATION	
LOCATION POC NAME/PHONE	
LOCATION POC APPROVED?	YES (attach copy of approval)
UNIT POC RANK/NAME	
UNIT POC PHONE	
UNIT POC EMAIL	
ATTACH: 1. Copy of Legal Review, commander's approval (may be copy of email, memorandum, etc.) and, 2. Copy of approval from the facility in which the fundraiser is being held (this may also be a copy of email, scanned document, etc.)	
1. <i>If food is being sold, you must have a Food-Handler Cardholder present during the fundraiser, and a permit issued by Preventative Medicine.</i>	
2. <i>Approval is required from the commander, and the facility owner or manager if outside the unit area.</i>	
Questions? POC: Tara Mahrer, tara.e.mahrer.civ@mail.mil ; 719-524-0707	