

NON-FEDERAL ENTITY FUNDRAISING REQUEST

Non-Federal Entities should provide this form a minimum of 45 working days in advance of the fundraiser event. Submit to Building 85, 6850 Barron Avenue, Family and MWR HQs.

Name of Non-Federal Entity: _____

Is the Non-Federal Entity approved to operate on this Installation? YES NO

Event Time/Date(s)?: _____

Type of Event, (i.e., car wash, bakesale): _____

Location: _____

Approval to use location by (first, last name & phone #): _____

Items (types of food/drinks/merchandise), Services, Activities offered:

Funds will be used for: _____

Number of Fundraisers held on Fort Moore thus far (PTO indicate # held off school premises):

If expected to receive unsolicited donations from off-post businesses or request for exception to policy, list here:

I certify that all sales taxes will be collected and submitted in a timely manner to the state of Georgia.

Print Name: _____ Signature: _____

Requestor Position: _____ Telephone #: _____

NFE Address: _____

Current Date: _____

OFF POST SOLICITATION IS PROHIBITED IN CONJUNCTION WITH AN ON-POST FUNDRAISER. THIS INCLUDES ADVERTISING IN CIVILIAN MEDIA THAT TARGETS NON-DOD AFFILIATED INDIVIDUALS. UNSOLICITED DONATIONS MAY BE ACCEPTED. EXCEPTION TO POLICY MAY BE GRANTED BASED ON EXTENUATING CIRCUMSTANCES AND SJA LEGAL OPINION, THE BELOW IS TO BE COMPLETED BY APPOINTED PERSONNEL.

CONCURRENCE/NONCONCURRENCE

(Concur/Nonconcur) Non-Federal Entities Coordinator, FMWR

(Concur/Nonconcur) Preventive Medicines, (if involves sales of hot food)

(Concur/Nonconcur) AAFES Manager, (If location is at AAFES or competes with AAFES)

(Concur/Nonconcur) Commissary Manager (If at Commissary)

(Concur/Nonconcur) Facility Manager (e.g., if at MWR Activity)

(Concur/Nonconcur) FMWR (If competes with FMWR)

(Concur/Nonconcur) Ethics Counselor (Will submit to Approval Authority)

(ETP Approved/Disapproved) Garrison Commander

DATE