Family Readiness Group (FRG) FUND RAISER REQUEST FORM

This form must be completed and submitted to the FRG Coordinator located in Directorate of Family, Morale, Welfare and Recreation (DFMWR) at least 30 days prior to the date of the event for fundraisers which are outside the unit area or target individuals who are not part of the unit.

Requests for fundraisers that are in the unit area, do not target personnel outside the unit, and do not compete with Army and Air Force Exchange Services (AAFES) or DFMWR should be completed and submitted to the Brigade Commander or equivalent at least 15 days prior to the event. IF A FRG IS HAVING A TOURNAMENT ACTIVITY IN A DFMWR FACILITY (BOWLING TOURNAMENT, GOLF TOURNAMENT, ETC.) AND IS PAYING FOR THE USE OF THE DFMWR FACILITY APPROVAL IS NOT REQUIRED; HOWEVER, THE FRG MUST STILL COMPLY WITH

RESTRICTIONS IN FS REGULATION 608-2 (No advertising outside the Army family no solicitation of civilian businesses, etc.) The FRG must coordinate at least one month in advance with

Preventive Medicine to provide adequate time to train food handlers if the event will involve serving hot food.

Name of Organization

Type of Event,(i.e.car wash, bake sale, etc)

Desired Date/Time

Location (where/building number and street)

OFF POST FUNDRAISING IS PROHIBITED. THIS INCLUDES ADVERTISING IN CIVILIAN MEDIA THAT TARGETS NON-DOD AFFILIATED INDIVIDUALS.

Items, Services, Activities to be Offered:

Type of Food/Drink to be offered:

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

Requester’s Signature Telephone #

Proposed use of funds raised:

Current FRG Fund Balance: $ I As of (Enter Date) FRG Annual Gross Income $

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| **CONCUR/NONCONCUR AND APPROVAL/DISAPPROVAL**The Brigade Commander concurrence and signature of requester must be completed PRIOR to submission to the Family Readiness Group Coordinator. Ethics Counselor coordination is required for any fundraiser , internal or external, that receives official support . |
| **COORDINATION:** | **CONCUR / NONCONCUR:** | **DATE:** | **COMMENTS:** |
| Battalion Commander  |  CONCUR NONCONCUR |  |  |
| Brigade Commander |  CONCUR NONCONCUR |  |  |
| FRG Coordinator |  CONCUR NONCONCUR |  |  |
| DFMWR |  CONCUR NONCONCUR |  |  |
| AAFES (if applicable) |  CONCUR NONCONCUR |  |  |
| Preventive Med (if applicable) |  CONCUR  NONCONCUR |  |  |
| Ethics Counselor | ' CONCUR NONCONCUR |  |  |
|  |  CONCUR NONCONCUR |  |  |
|  |  CONCUR NONCONCUR |  |  |
| **Approving Official:** |  APPROVAL DISAPPROVAL |  |  |
| **ADDITIONAL COMMENTS:** |

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