

PRIVATE ORGANIZATIONS

Fundraiser Package Requirements

Tabs

1. Request for fundraiser
2. Fundraiser Insurance or Insurance Waiver Letter
3. Location Request Letter
4. Team Roster once a sporting event is held
5. If they are going to be selling food, they must include coordination from Public Health. (846-3461)
6. If it is a car wash, they must include some form of coordination from CE.
 - a. POC: Patrick Montano (846-8577)
7. If it involves AAFES or the Commissary, include coordination from AAFES
 - a. Manager (266-9887 ext. 1605)

A maximum of two fundraisers may be held per Fiscal Quarter.

Private Organizations can only do fundraisers if they are not in need of an annual review. If they need an annual review, then once that paperwork is in process they can submit the request for a fundraiser.