

STAFF SUMMARY SHEET

	TO	ACTION	SIGNATURE (Surname), GRADE AND DATE		TO	ACTION	SIGNATURE (Surname), GRADE AND DATE
1	375 SVS/SVF	Coord		6	375 MSG/CC	Appr	
2	AAFES/FC	Coord	NOTE: Required for sale of food or car wash in their parking lot.	7			
3	DECA/FS	Coord	NOTE: Required for sale of food.	8			
4	AMDS/SGPM	Coord	NOTE: Required for sale of food.	9			
5	375 AW/JA	Coord		10			

SURNAME OF ACTION OFFICER AND GRADE	SYMBOL	PHONE	TYPIST'S INITIALS	SUSPENSE DATE
SMSgt Jones	375 MM/DO	256-1234	npj	

SUBJECT	DATE
Request to Hold Fundraiser for 375 MM/DO Booster Club on Scott AFB	20030807

SUMMARY

1. The 375 MM/DO Booster Club requests permission to conduct a fundraising event.
2. The following information is provided in support of this request:
 - a. Nature of the event: Car Wash
 - b. Location: Base Theater Parking Lot
 - c. Date and time of the event: 30 August 2003- 1100-1500
 - d. Project Officer and telephone number: SMSgt John P. Jones, 256-1234
 - e. Items to be sold: N/A
 - f. List of fundraisers and dates of events held during the past year:
 - Car Wash - 17 May 2003
 - Pizza Sale - 30 March 2003
 - g. The funds generated by this event will be used for: _____
 - h. We will include an approved fundraiser request sheet with all advertising/publicity requests.
3. The necessary liability insurance has been obtained.

NOTE: IF INSURANCE IS NOT OBTAINED, INCLUDE THE FOLLOWING STATEMENT WITH THIS REQUEST:

"Members are aware that, generally, they are jointly and severally liable for the obligations of the private organization."

4. I certify that no one working this fundraiser will be on duty.

ROBERT K. SMITH, Major, USAF
President, 375 MM/DO Booster Club