

MEMORANDUM THRU Director of Family, Morale, Welfare and Recreation

FOR United States Army Garrison Wiesbaden

SUBJECT: Request for approval of Private Organization (PO) or Family Readiness Group (FRG) fundraiser

1. Request authority for _____ to conduct a fundraising event at _____ on _____.
(Identify facility) (Date / Dates)

2. Type of fundraiser: _____

3. Specific purpose is to raise funds for: _____

4. Primary point of contact is _____

(Name, phone, address email (alternates are listed at enclosure))

5. Concurrence of facility manager where event is to be held: _____

(Printed Name, Signature, phone, email)

6. Unit Commander approval if FRG fundraiser: _____

(Printed Name, Rank, Signature, phone, email)

Date of Request

Signature of Person Requesting Fundraiser