

FUNDRAISING REQUEST FORM

DATE: ____/____/____

From: _____ (NAME OF REQUESTER)
To: Office of the Staff Judge Advocate (SJA), Fleet Activities (FLEACT) Yokosuka
Subj: FUNDRAISING REQUEST

_____ requests **legal review** to conduct the following:
(NFE)

EVENT: _____

LOCATION: _____

DATE(s): _____

TIME(S): _____

REQUESTER'S EMAIL ADDRESS: _____

REQUESTER'S ADDRESS: _____

CONTACT NUMBER: _____

ITEMS TO BE SOLD OR FUNDRAISING ACTIVITY: _____

PLEASE READ THE FOLLOWING

Requests must be submitted to the FLEACT Yokosuka, Office of the SJA **NO EARLIER THAN A MONTH**, and **NO LATER THAN TWO WEEKS** prior to the event. Requests for bazaars may be submitted two months in advance. All fundraiser requests must be submitted in person by one of the organization's elected officers.

FLEACT Yokosuka Office of the SJA provides legal review of the event ensuring private organizations are in good standing and fundraising activities do not contravene service regulations and international law. NFEs must contact the appropriate personnel at the requested location to make the necessary arrangements for the use of their facility and schedule the specific date(s) and time(s) requested. **Personnel conducting fundraising activities will ensure compliance with applicable regulations, cleanliness of the facility or area requested and appropriate decorum throughout the event. Final approval to hold any fundraising activity is at their discretion and should not be confused with legal review of the proposed event.**

PRINT NAME: _____

SIGN: _____ DATE: _____

(Name of Private Organization)