

CFAY YFD 24 Vendor Request Checklist



Thank you for your interest with participating in this event! To help ensure your organization is cleared for fundraising, please follow the checklist below.

Only current those in good standing, will be allowed to apply.

Event application package deadline is **FRIDAY, 06 SEPT, 18:00**.

Completed packages must be turned in to CFAY Legal.

*** NO extensions or late submissions will be granted***

Step 1 – CFAY LEGAL

Is your private organization registered and approved to operate onboard CFAY?

- YES = Please go to Step 2
- NO, we are not approved to operate = Please fill out a **Private Organization Recognition Package, to establish a NEW Non-Funded Entity (NFE)**. Please visit <https://cnrj.cnrc.navy.mil/Installations/CFA-Yokosuka/Operations-and-Management/Departments/Legal/mailto/> and fill out the package with CFAY Legal.
**Note: Contact office for next Private Org Treasurer training information. Pictures of product/sales are required as a part of package submission. These completed packages are due to CFAY Legal, as your organization must be recognized before the Fundraising Request Form can be submitted.* Only current NFE(s) may participate, however, new applicants may be considered for future events.*
(For questions, please contact CFAY Legal, DSN 243-7335, CFAYLegal@us.navy.mil)
**** PROCESS MAY CONTINUE WHILE RECOGNITION IS BEING REVIEWED.**

Step 2 – CFAY LEGAL

Do you have your “YFD24” event approval letter?

- YES = Keep a copy of letter. Please go to Step 3
- NO = Please fill out **Request Form**. Please visit <https://cnrj.cnrc.navy.mil/Installations/CFA-Yokosuka/Operations-and-Management/Departments/Legal/mailto/> to access the request form. **(For questions, please contact CFAY Legal, DSN 243-7335, CFAYLegal@us.navy.mil)**

Step 3 – ARMY VET

Will your organization be handling or preparing food?

- YES = Complete section on **Temporary Food Handler Form** and obtain signature from Army Vet
**Alternate sources of food options must be added to this form.*
- NO = Proceed to Step 4 or 5

Step 4 – PREVENTIVE MEDICINE

- YES = Have ALL members who are preparing and/or handling food attended the food handling training through USNH Yokosuka and can provide **Food Handler Certificates**? (Please check that this does not expire prior to event date). If you have a valid certification that is not expired prior to event date, you may submit in lieu of class.
- NO = Please contact NMRTC Yokosuka Preventative Medicine to sign up for training. **Note: Food Handler training will be held:*
 - **AUG 2024 Classes**
 - August 21st, 28th @1300, BLDG 1559, RM 224
 - **SEPT 2024 Classes**
 - September 4th, 11th @1300, BLDG 1559, RM 224
 - Locations:
 - MWR BLDG1559, 2nd floor, RM 224, for Ms Hiroko’s Japanese class;
 - Contact HM3 Chambers regarding any and all Food Handler Courses.
 - Visit <https://cnrj.cnrc.navy.mil/Installations/CFA-Yokosuka/Operations-and-Management/Departments/Legal/mailto/> and fill out a Temporary Food Establishment Form and submit it to Preventative Medicine.
 - Temporary Food Establishment Application
<<https://www.med.navy.mil/Portals/62/Documents/NMFA/NMCPHC/root/Program%20and%20Policy%20Support/Food%20Sanitation%20and%20Safety/dd2970.pdf>>
(For questions, please contact Preventive Medicine, DSN 243-2649, usn.NMRTCY_PrevMed@mail.mil)

Step 5 – FIRE DEPARTMENT

Will your organization be cooking on site at this event?

- YES = Please fill out a **Hot Work Permit**. Please visit <https://cnrj.cnrc.navy.mil/Installations/CFA-Yokosuka/Operations-and-Management/Departments/Legal/mailto/> and fill out the permit, and have a Fire Inspector from the Fire Dept. review and sign on the day of event. **Only a pre-filled copy is needed for the application packet.**

Last Update: Thursday, 15 AUGUST 2024

- o NO = Please go to Step 5.
(For questions, please contact Fire Prevention office via phone, DSN 243-5170, or email M-YO-CNRJ-FirePreventionYokosuka-GS@fe.navy.mil)

Step 6 – CFAY LEGAL

Provide the following to CFAY Legal for processing:

- o Organization affirmation letter (CFAY LEGAL)
- o Food handler certificates (if applicable) (PREVENTIVE MED.)
- o Signed Temporary Food Establishment Form (if applicable) (PREVENTIVE MED./ ARMY VET)
- o Pre-filled Hot Work Permit (if applicable) (FIRE)
- o Completed Fundraising Request form (CFAY LEGAL)

ONCE APPROVED:

Step 7 - COMMISSARY

All food orders must be placed with the commissary minimum of **6 weeks** prior to event date.

Step 8 - MWR

There is a mandatory **\$350**, registration fee needed to participate.

Once approved and confirmed by CFAY Legal, registration fees can be made at our **MWR Travel & Tours Office**. This is located in BLDG 1559.

****Registration opens, **NOW!**

****Registration closes, **NLT, Tuesday, 01 OCT, 16:00**

(Logistic requests due this date – to the Special Events office)

Step 9 - Attend an YFD24 Vendor, MWR brief.

Upcoming meetings:

Apply: THURSDAY, 22 AUG, 13:00, BLDG 1559, RM 224

Apply: FRIDAY, 23 AUG, 09:00, BLDG 1559, RM 224

Apply: WEDNESDAY, 28 AUG, 10:00, BLDG 1559, RM 224

Register: THURSDAY, 12 SEPT, 13:00, BLDG 1559, RM 224

Register: FRIDAY, 13 SEPT, 09:00, BLDG 1559, RM 224

MANDATORY TO ATTEND PARTICIPATION BRIEF:

THURSDAY, 26 SEPT, 13:00, BLDG 1559, RM 224

OR

FRIDAY, 27 SEPT, 09:00, BLDG 1559, RM 224

***Please Note*:** Any persons submitting this request must be part of the private organization’s board member list and/or accompanied by a board member and is certifying the accuracy of the documents within. Missing items from your fundraising request can potentially delay processing and result in disapproval.

Any questions? Please contact:

CFAY Legal, DSN 243-7335

CFAYLegal@us.navy.mil

MWR Special Events, DSN 241-5060

MWR_Yokosuka_Special_Events@us.navy.mil

Preventive Medicine, USNH Yokosuka, DSN 243-2649

usn.NMRTCY_PrevMed@mail.mil

Fire Prevention Office, DSN 243-5170

M-YO-CNRJ-FirePreventionYokosuka-GS@fe.navy.mil

Army Vet

usn.yokosuka.navhospyokosukaja.list.armyvetfoodinspection@health.mil

Mr. Richard Conrad, Commissary

Richard.Conrad@deca.mil

