

MEMORANDUM FOR: 39 FSS/FSWO

FROM:

SUBJECT: Squadron Picnic Kit Request from Outdoor Recreation (ODR)

1. Requesting our free Squadron Picnic Kit.

NOTE: Picnic kit requests are limited to once per calendar year (per squadron) when used for squadron picnics. Free Squadron Picnic Kits may not be used for fundraisers. **(Indicate items requested by entering the number requested of each).**

Ice Chests (2)	_____	Chairs (100)	_____	Corn Hole Set (2)	_____
5-gal water jugs (2)	_____	Volleyball Set (1)	_____	Football (1)	_____
8 ft Tables (8)	_____	Softball Set (1)	_____		
10' x 10' Canopies (2)	_____	Grill (1)	_____		

2. Reservation of desired equipment may be made up to 30 days prior to intended use date. This request letter must be turned into ODR at least three (3) duty days prior to desired checkout date. Free issue is dependent upon the availability of equipment at the time of request. Maximum length of free issue time is two (2) calendar days from date of issue. Pick up and delivery is the responsibility of the squadron.

3. All equipment items must be returned clean and dry just as you received them or applicable cleaning fees will be assessed. Any damage or loss will result in a charge to your squadron's GPC account or the item must be repaired or replaced with a like item of equal value at the squadron's expense. All equipment will be returned NLT 1600 hrs on the scheduled return date. Regular rental fee prices will be charged for periods extending beyond the three-day loan period.

4. _____, requests a Squadron Picnic Kit from Outdoor Recreation (ODR)

Date of Pickup _____ Date of Return _____

POC Name _____ POC Phone _____

(Squadron Sergeant or Commanders Signature)

39 FSS/FSWO

Request approved / disapproved.

(Signature of FSWO Approving Authority)