

STAFF SUMMARY SHEET

	TO	ACTION	SIGNATURE (<i>Surname</i>), GRADE AND DATE		TO	ACTION	SIGNATURE (<i>Surname</i>), GRADE AND DATE
2	81 AMDS/SPGM	COORD		8	81 FSS/CC	APPR	
3	AAFES	COORD		9	81FSS/CCQ	LOGOUT	
4	81 FSS/FSR	COORD		10	81 FSS/FSR	LOGOUT	
5	81 TRW/JA	COORD		11	PO	ACTION	
6	81 FSS/CCQ	LOGIN					

SURNAME OF ACTION OFFICER AND GRADE	SYMBOL	PHONE	TYPISTS INITIALS	SUSPENSE DATE
SURNAME, GRADE	OFFICE SYMBOL	37X-XXXX	xxx	

SUBJECT
 SSS - A - Org Name - Request to Conduct Fundraiser

1. PURPOSE: Request 81 FSS/CC review/approve fundraising request for [Org name].
2. DISCUSSION: AFI 34-223, Private Organizations (PO) Program states that private organizations and unofficial activities must obtain approval before conducting any fundraisers, on or off base. Approval authority has been delegated down to 81 FSS/CC per paragraph 5.3.2 of same AFI.
3. RECOMMENDATION: 81 FSS/CC review and approve fundraising request [Private Org name]

Signature
 NAME
 Position, PO name