

FUNDRAISER/SPECIAL EVENT REQUEST FORM

Date: _____

From: _____
(Print name of requestor) (Rank) (Contact number)

(Organization/NFE)

To: Staff Judge Advocate, U.S. Naval Station Guantanamo Bay, Cuba

Subj: FUNDRAISER/SPECIAL EVENT ON NSGB

1A. We request approval to hold the following fundraiser/special event on NSGB.
(COMPLETE DETAILED DESCRIPTION OF THE EVENT:)

1B. The money raised at this activity will be used for (BE SPECIFIC):

2. List of items for sale:

- a. _____
- b. _____
- c. _____

3. Location: _____

4. Date & Time of event: _____

5. As the individual submitting this request for the entity named above, I certify the following to be true;
(you *must* initial each line)

_____ This proposed fundraiser is NOT part of a continuous resale activity.

_____ This proposed fundraiser does not involve the sale of alcohol or any form of gambling activity.

_____ Approval will be obtained from a trained food handler prior to conducting the event. (Preventive
Medicine Only)

_____ Prior approval from the NSGB Fire Chief has been obtained for our location to grill food. Proper
safety precautions will be taken and a fire extinguisher and telephone will be readily available.

_____ All military members will be in civilian attire and in a non-duty status.

_____ Government resources will NOT be used. The use of government resources (such as government
supplies, equipment, and email) to advertise the sale is prohibited. This prohibition extends to using
official NSGB letterhead to request event approval. MWR has some rental equipment available for use
by private organizations. See MWR for details.

_____ This fundraiser will NOT involve the one-on-one solicitation of junior ranking members by higher-ranking participants in the fundraising effort.

_____ This fundraiser will not duplicate or directly compete with Navy Exchange or MWR instrumentality.

_____ The Joint Ethics Regulation (JER), DoD 5500.7-R is a punitive regulation, which prohibits DoD employees from soliciting (asking or obtaining) donations from local businesses. The JER also prohibits raffles (selling tickets for a chance to win a prize).

_____ Event approval extends only to the information provided. We understand that if we seek to change our event plans we would be required to obtain approval for any change.

FUNDRAISER VERIFICATION QUESTIONNAIRE

Refs: (a) NSGBINST 5760.1G
(b) DoD 5500.7-R

1. Have you reviewed references (a) and (b)? YES / NO
2. Is the organization recognized by the command as a NFE for the fiscal year? YES / NO
3. What other fundraisers have been conducted over the past 12 months for your organization?

Date: _____ Type: _____
Date: _____ Type: _____
Date: _____ Type: _____
Date: _____ Type: _____

4. Identify the staffing requirement and hours expended:

- a. How many government persons will be working this event? _____
- b. What is the anticipated number of man-hours that each person will spend participating in the fundraiser? _____
- c. What is the total number of man-hours that will be devoted to the fundraiser? _____
- d. Who is ultimately responsible for all aspects of this fundraiser?

Name: _____
Command/Department: _____
Phone Number: _____

*NOTE: Failure to gain pre-approval and/or failure to maintain sanitation standards can result in immediate closure of an event.

MWR #74123

POC: _____

Recommend Approval/Disapproval

NEX #74997

POC: _____

Recommend Approval / Disapproval

Preventive Medicine (Food requests only) #72990

POC: _____

Recommend Approval / Disapproval

Public Works (Car wash only) #5725

POC: _____

Recommend Approval / Disapproval

Fire Department (BBQ & outdoor cooking only) #4178

POC: _____

Recommend Approval / Disapproval

Safety Officer (activities requiring safety precautions) #4888

POC: _____

Recommend Approval / Disapproval

Security (large events or events impacting traffic only) #4645

POC: _____

Recommend Approval / Disapproval

NSGB SJA

_____ Recommend approval

_____ Recommend disapproval

A. J. BENTLEY
By Direction