



EVENT REQUEST FORM (NON-FUNDRAISING) PRIVATE ORGANIZATIONS

Organization/Club/Department Name: _____

POC: _____

Address: _____

Phone number: _____

E-mail: _____

Name of Event: _____

Event Date: _____

Event Times: _____

Event details (please be specific):

Expected Number of Participants: _____

Requested Location(s): _____

Type of FMWR Support being requested:

It is recommended requests be submitted 30 days prior to the event. All events must receive authorization from the Director of Family and Morale, Welfare, and Recreation before conducting the event. It is recommended all private organizations (POs) have the location to their event confirmed prior to submitting their form. Additionally, if two or more POs are co-hosting an event, it is only necessary to submit one form for the event. A letter of authorization will be released and should be in your possession during your activities. Please submit request to Ms. Kelly Spaulding, Directorate of Family and Morale, Welfare, and Recreation, 681 Hardee Place 2nd Floor, West Point, New York, 10996 or call 845-938-2103 for more information.

Limited support may be granted, if you are requesting support you may be required to reimburse the Government for cost incurred. A request for support is not a guarantee of support. POs are not entitled to Army services. This includes legal, audit, transportation, postal, printing, information management activities, clerical, financial, copying, management, and procurement services

**FOR MORE INFORMATION CALL
DFMWR FINANCIAL MANAGEMENT
845-938-2103**

