

## APPENDIX D. Sample Fundraiser Request Memo

### Unit Letterhead

OFFICE SYMBOL

DATE

MEMORANDUM THRU DFMWR Representative for Private Organizations, 681 Hardee Place, West Point, NY 10996

FOR Commander, USAG West Point, 681 Hardee Place, West Point, NY 10996

SUBJECT: Family Readiness Group (FRG) Fundraiser Request

1. The (Unit Name) FRG request approval to conduct a fundraiser in support of (purpose of fundraiser).
2. The location of the fundraiser is (requested location, unit, PX, commissary, etc).
3. The date and time of the fundraiser is scheduled for (dates and times).
4. The following volunteers are expected to assist with the operation of the fundraiser at the listed time intervals:

Xxxx 10-11	xxxxx	xxxxx	xxxxx
Xxxxx 1-2	xxxxx	xxxxx	xxxxx
5. The FRG understands that they are responsible for set up, break down, and clean up of the area in which the fundraiser is held.
6. A completed Family Morale, Welfare, and Recreation Fundraiser Form is enclosed, per the West Point Family Readiness Group Resources and Fundraising SOP.
7. The point of contact for this fundraiser is the FRG Leader, (name). She/He can be reached at (email & phone number).

Encl

(Commander's Name)  
(Rank), (Branch)  
Commanding

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CF:  
Garrison CSM  
FRG Leader