

**STAFF SUMMARY SHEET**

	TO	ACTION	SIGNATURE (Surname), GRADE AND DATE		TO	ACTION	SIGNATURE (Surname), GRADE AND DATE
1	75 MDG/ DGPM	Coord	<roxanne.darien@us.af.mil>; <brett.newton.1@us.af.mil>  Food Safety 586-9780 777-8312	6			
2	AAFES	Coord	berryel@aafes.com 801-773-1208 ext.112	7			
3	75 FSS/FSR	Coord	Monika Johns 775-6793	8			
4	75 FSS/CSS	Review		9			
5	75 FSS/CC	Sign		10			

SURNAME OF ACTION OFFICER AND GRADE	SYMBOL	PHONE	TYPIST'S INITIALS	SUSPENSE DATE
-------------------------------------	--------	-------	-------------------	---------------

SUBJECT	DATE
Request for Fundraising Event	

SUMMARY

- Request the 75 FSS/CC approve the fundraising event below.
- \*\*\*\*fill in the information\*\*\*\*  
 Type of fundraising event:  
 Sponsoring organization:  
 Purpose:  
 Proposed time and date:  
 Location/building number:  
 Person(s) coordinating fundraiser name/phone number:  
 Person(s) responsible for cleanup/phone number:  
 Item(s) to be sold:  
 Where food will be purchased:  
 How will food be kept cold or hot during preparation:  
 How will food be kept cold or hot during serving:
- \*\*\*\*Choose Applicable\*\*\*\*  
 Food is being sold. I have coordinated this SSS with Food Safety, 75 MDG/SGPM.  
 This fundraiser is being held at AAFES, or is in competition with AAFES. I have coordinated this SSS with AAFES.  
 This fundraiser is being held at \_\_\_\_\_. I have coordinated this event with the building custodian or manager.
- RECOMMENDATION: 75 FSS/CC approve this fundraiser by signing this staff summary sheet above. IAW AFI 34-223, sec. 6.4 delegated authority.

Signature of Project Officer