

**STAFF SUMMARY SHEET**

	TO	ACTION	SIGNATURE (Surname), GRADE AND DATE		TO	ACTION	SIGNATURE (Surname), GRADE AND DATE
1	14 MSG/ SVF	Coord		6			
2	AAFES	Coord		7			
3	14 FTW/ JA	Coord		8			
4	14 MSG/ CD	Approve		9			
5	14 MSG/ SVF	File		10			

SURNAME OF ACTION OFFICER AND GRADE	SYMBOL	PHONE	TYPIST'S INITIALS	SUSPENSE DATE
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SUBJECT	DATE
Fundraising Event Request-(Name of fundraiser)	20061117

**SUMMARY**

1. Explanation of the fundraiser, ie., what, date, where, time and who does it help. You must state who the POC is and their information. If you are doing food as your fundraiser, you must specify that all workers will have Food Handlers training (Please see below regarding coordination box).

2. RECOMMENDATION: 14 MSG/CD approve fundraiser by signing above.

SIGNATURE, GRADE  
TITLE

IF YOU PLAN ON SELLING FOOD FOR YOUR FUNDRAISER, YOU MUST ADD 14 MDOS/SGOAM - Coord, JUST AFTER AAFES AND BEFORE 14 FTW/JA IN THE BOXES ABOVE.

PLEASE REMEMBER TO HAVE A COPY OF THE FULLY SIGNED SSS AT YOUR FUNDRAISER