Good day, 6 Jul 21

Parents’ Weekend 2021 is fast approaching and we look forward to seeing you at the 2021 Parents’ Weekend Information Fair held in the Arnold Hall Ballroom on Fri, 3 Sep, from 10:00 am-4:00 pm (tentative).  We are waiting for the schedule to confirm there will be an Information Fair, but I am pressing forward with getting the fundraising approval anyway.  The schedule is getting worked..  The below instructions are the same as 2019 Info Fair and if they change I will get it out to you as soon as possible so you can plan.   The paperwork is for Arnold Hall, but be flexible due to the Harmon Hall Outer Parking Lot construction the location may or may not change.     Note If we have to move to Falcon Club the tables are 8 ft long not 6ft.

If your organization is interested in participating in the  Information Fair please complete the two attachments and return via email to [USAFA.ParentLiaison@afacademy.af.edu](mailto:USAFA.ParentLiaison@afacademy.af.edu)  NLT 19 July 2021.

•             The Fundraiser Approval Process requires a full description and a PHOTO of each item that you would like to sell and a certification statement that your organization certifies that any USAFA-related imagery (shields, crest, logos, etc.) that your organization has created/commissioned has been approved.  Email approval is fine.  You can send approval requests to Ashley Murphy at Ashley.murphy@afacademy.af.edu, 2304 Cadet Drive, Suite 3100, USAF Academy CO 80840 for logo approvals.  She will route as appropriate.  Please cc me so I am kept in the loop.

NOTE:  Please note that Arnold Hall personnel will not be able to escort any guests into the cadet area.

•             The Visitor Gate hours should be on Thursday are 9:00 am – 10:00 pm, and Friday, 6:30 am – 10:00 pm (tentative times for Friday based on 2019’s gate opening).   You will have to park at the Visitor Center due to the Harmon Hall Upper parking lot construction.  Parking is very limited, only 100 spaces.  This is the closest parking area to Arnold Hall that you are permitted to park.

•             You may set up your area in Arnold Hall on Thursday, 2 Sep, 3:00pm to 7:00 pm or Friday, 3 Sep, 6:00 am – 9:30 am (Tent).  More info on how we will drop items off as I have to work it out with Arnold Hall.   No participants will be permitted to access the Arnold Hall patio to off-load items; however, Arnold Hall will have a limited number of carts available for use to carry items into the building.  We encourage you to bring carts for your items.

•             If your organization is approved to fundraise at the Information Fair, each participant will be provided (1) 30” x 60” table and (2) folding chairs.  Participants must provide their own electrical cords, table cloths/coverings, signage, and display easels.

•             The Information Fair ends at 4:00 pm (pending SUPT approval for ending time).  As a courtesy to our guests, all participants may not tear down until 4:00 pm.

•             All participants must complete the attached Fundraiser Approval Request Letter.  If you are not fundraising, please annotate it on the letter.  The letter will serve as your reservation form.

•             Participation is on a first come, first to get a table.  Arnold Hall is only able to accept the first 15 approved parents’ clubs so the sooner you get the paperwork to me the better.   It will be first come first serve as I get complete packages.

Please complete the (2) attached documents and return with pictures (as applicable) to:  USAFA.ParentLiaison@usafa.edu. If you any questions on the requirements to fundraise, please feel free to Marie Nikovits at 1-877-268-3383 or (719) 333-3828.  If you questions for the actual setting up etc… then you can contact Jeanne Hollander at Arnold Hall, (719) 333-4496.  Business hours are 7:30 am – 4:00 pm, Monday – Friday.

Parents’ Clubs must obtain approval to utilize trademarked logos on any items they sell for the purposes of fundraising or when representing the Air Force Academy at official functions. To obtain approval, please contact the respective party below and include a detailed explanation of how the logo will be used.

To utilize the U.S. Air Force Academy logo, email: [Ashley.murpht@afacademy.af.edu](mailto:Ashley.murpht@afacademy.af.edu)

 To utilize the U.S. Air Force logo, email: [licensing@us.af.mil](mailto:licensing@us.af.mil)

 To utilize the class crest logos, email: [Felicia.Recker@aogusafa.org](mailto:Felicia.Recker@aogusafa.org)

**Note:   We will be switching over to Office 365 emails on 12 Jul 21 so the email to send to is** [USAFA.Parent.Liaison@afacademy.af.edu](mailto:USAFA.Parent.Liaison@afacademy.af.edu)  .

Thank you,

        Marie

ROSE MARIE NIKOVITS

Parents' Liaison

Strategic Communications

U.S. Air Force Academy, CO

(719) 333-3828    Toll Free 877-268-3383 Fax (719) 333-1433

e-mail: USAFA.Parent.Liaison@usafa.edu

Parent Page Link:  https://www.usafa.edu/parents/

USAFA Coronavirus Link:  https://www.usafa.edu/news/coronavirus/