MEMORANDUM FOR USAFA/CM (Parent Liaison)

FROM: XXXX Parent Club

SUBJECT: Fundraiser Approval Request – Parents’ Club, Parents’ Weekend Information Fair

1. PURPOSE: Request approval for Arizona Parent Club to conduct a fundraiser for the purposes of funding **Parents’ Weekend Information Fair** in the **Arnold Hall Ballroom** **30 Aug 2019.**

2. BACKGROUND: IAW USAFAI 51-902, para 2.1, Fundraising and On-Base Solicitation, the ABW Commander has delegated authority to the 10FSS Director to approve fundraisers at any time other than during CFC or AFAF.

3. DISCUSSION: The Arizona Parent Club would like to sell/conduct at a fund raising table at the Parents’ Weekend Information Fair. We realize that this could not be done in conjunction with the Combined Federal Campaign (CFC) or the Air Force Assistance Fund (AFAF) campaign. We also understand we cannot conduct more than two (2) fund raisers per quarter. This is our 1st fund raiser this quarter.

4. VIEWS OF OTHERS: N/A

5. RECOMMENDATION: 10 FSS/CL approve this request, notify the action officer, and Arizona Parent Club be allowed to post flyers.

 //SIGNED//

Name, President

Parent Club Name