



Request to Hold a Fundraising Event

Name of Organization:

Does the Organization have an Agreement with the University?

Details of fundraising event to include what, when, where, and how, as well as intended use of the funds (attach additional sheet(s) as needed):

Attach any proposed announcements or advertisements.

Announcements must contain a statement the event was approved by the USU President.

Space reserved with MDL?

Is food involved? If yes, how will the food be prepared?

If food is involved, coordination with the cafeteria is required.

Cafeteria Manager/Representative Signature:

If preparing food on the USU Campus, coordination with the cafeteria is required.

USU Office of Environmental Health and Safety Representative Signature:

Requestor's Signature/Title/Date:

Requestor's Contact Information:

Organizations composed primarily of military members and/or spouses must attach Brigade coordination. Review by Office of General Counsel (A1030):

I have reviewed this request and determined that the activity is permissible under DoD Directive 5500.7-R, 3-210, para. a (6), which allows the agency head to approve fund-raising by “[o]rganizations composed primarily of DoD employees or their dependents when fundraising among their own members for the benefit of welfare funds for their own members or their dependents when approved by the head of the DoD Component command or organization after consultation with the DAEO or designee. (This includes most morale, welfare and recreation programs, regardless of funding sources)”.

Ethics Official Signature and Date:

Approved / Disapproved

Richard W. Thomas, MD, DDS, FACS

President, USUHS

Rev: 3/23/17