

# MAXWELL – GUNTER DRIVE/DONATION REQUEST FORM

Request form must be turned to the 42 FSS Private Org Box/Office 14 days prior to event

ORGANIZATION REPRESENTED \_\_\_\_\_

NOTE: ALL CONTACT INFORMATION BELOW MUST BE UNOFFICIAL (PRINTED)

NAME OF REQUESTER \_\_\_\_\_

Date(s) and TIME(s) \_\_\_\_\_  
of Drive/Donation Solicitation

SIGNATURE OF REQUESTER \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

**DETAILS OF YOUR EVENT:** Details on where drive boxes will be located, or what businesses you plan to solicit. Please be as detailed and comprehensive as possible, attaching additional sheets if necessary.

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**BLDG MGR INITIALS:** \_\_\_\_\_ If Drive boxes are in multiple locations, please attach list with all building managers initials.

## IF APPLICABLE:

- **Attach sample donation request letter**
- **Attach Flyer for Drive advertisement**
  
- I understand that I cannot advertise this event until approval
- All printed and electronic media must contain the following disclaimer: **"THIS IS A PRIVATE ORGANIZATION or UNOFFICIAL ACTIVITY. IT IS NOT A PART OF THE DEPARTMENT OF DEFENSE OR ANY OF ITS COMPONENTS AND IT HAS NO GOVERNMENTAL STATUS."**
- All posted flyers must have approval to post through the facility manager.
- I understand that all participants must be volunteers and **not in uniform** (applies to both military and civilians)  
( If conducted during duty hours, participants shall be on leave or special pass)
- I understand that this event may only be held in common areas and not in areas considered the workplace.
- I understand that this event will **not** involve solicitation in base housing
- **I understand that I may not advertise this event using government email**

42d ABW/JA

RECOMMEND APPROVAL    RECOMMEND DISAPPROVAL

SIGNATURE:

DATE:

REMARKS/LIMITATIONS:

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DECISION OF APPROVAL AUTHORITY:

YOUR REQUEST TO CONDUCT A DRIVE/DONATION DURING THE TIMES AND DATES INDICATED IS:

APPROVED    DENIED

42d FORCE SUPPORT SQUADRON COMMANDER

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