

dd/mm/year

MEMORANDUM FOR 92 ARW/JA

FROM: Official Name of Your PO

SUBJECT: Request to Solicit for Donations

1. Request approval to solicit the following local business(es) for items to be donated. No other business(es) will be contacted.

a. Name of Business

b. Name of Business

2. We are requesting the following donations from the business(es) named above:

a. Type of Donation

b. Type of Donation

3. The donated item(s) will be used in the following way(s):

a.

b.

4. Please see attached sample letter that will be given to the business(es) listed above from Official Name of PO.

5. IAW AFI 34-223, para 10.15.1.3, we understand that our PO/unofficial organization cannot solicit for gifts or donations on Fairchild AFB. We further understand that we must clearly indicate that the off-base solicitations are for our PO/unofficial organization and not for the base or any official part of the Air Force. Donor/gift recognition may not be made publicly and can only be made to members of our PO/unofficial organization or those present at an event benefiting from the donation/gift. IAW AFI 34-223, para 10.15.1.3.1, our PO/unofficial organization is prohibited from actions which make it appear that the installation is endorsing or giving special treatment to the donor(s) involved. As such, we will not use DoD or Air Force letter head when making our request.

6. If you have any questions regarding the solicitation of donations, our POC is Full Name, phone number.

Full Name of PO Officer without rank

Title of position in PO