

## FUNDRAISER REQUEST FORM

**NAME OF REQUESTER:** \_\_\_\_\_ **Phone #** \_\_\_\_\_ **Date:** \_\_\_\_\_

*NOTICE: I (we) agree to hold harmless the Coast Guard, the Coast Guard MWR Program, its agents and employees from any and all claims and causes of action that arise or may arise from my (our) use of the Coast Guard MWR facilities or CG Base Kodiak spaces. I request authorization to hold a fundraising event on Base Kodiak. If approved, I further expressly agree to indemnify and hold the United States of America harmless from and against any and all claims, loss, and liability, however caused, arising out of, or in any way connected with this event, whether or not caused or contributed to by any negligence or alleged misconduct on the part of any employee of the United States or member of the United States Coast Guard. I understand should an incident occur, the individual or individual members of the requesting organization – rather than the Coast Guard – would be liable.*

**ORGANIZATION REPRESENTED:**

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**TIME(s) and DATE(s) OF THIS FUNDRAISER:**

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**DATE(s) OF LAST FUNDRAISER:**

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**SIGNATURE OF REQUESTER:**

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**DETAILS OF YOUR EVENT** (Example – **WHAT:** Wish to hold a bake sale, car wash, etc.; **WHERE:** Base Softball Field, Common area in Admin and Commissary Buildings.; **PURPOSE:** Funds will be used to offset the cost of a unit party). Please be as detailed and comprehensive as possible, attaching additional sheets if necessary.)

**WHAT:**

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**WHERE:**

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**PURPOSE:**

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**COORDINATION:**

*Once submitted the approval process may take up to fourteen (14) days. Please plan accordingly.*

**IF EVENT COMPETES WITH MWR OPERATIONS:**

**MWR FACILITY MGR:**  Approve  Deny      SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**MWR DIRECTOR:**  Approve  Deny      SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Remarks: \_\_\_\_\_

**FINAL APPROVAL:** Your request to conduct a fundraiser at the times and dates indicated above is:

Approved  Denied

Remarks/Limitations:

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\_\_\_\_\_  
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\_\_\_\_\_  
Jeremy M. Hall  
Captain, U.S. Coast Guard  
Commanding Officer, Base Kodiak