

DIRECTIONS FOR REQUESTING FUNDRAISING APPROVAL

- 1) Draft written request in writing to CAPT Galbreath, Commanding Officer of U.S. Naval Base Guam;
- 2) Written request shall contain the following information:
 - a. Private Organization/Family Readiness Group requesting the fundraising permission;
 - b. Type of fundraising requested (i.e. bake sale)
 - c. Requested date and time (beginning time and ending time);
 - d. Location requested;
 - e. Number of participants expected to attend;
 - f. Purpose of the fundraising and how the proceeds will be used;
 - g. If an admission fee will be charged, how much?
 - h. Internal processes that will be used to govern the activity (i.e. Safety Measures);
 - i. Whether the activity will, in the requester's opinion, will be inherently dangerous;

Any questions concerning fundraising requests should be directed to the Office of the Staff Judge Advocate at (671) 339-3155 or via electronic mail at ryan.anderson@guam.navy.mil.