

Date

MEMORANDUM

From:

To: Executive Officer, Naval Hospital Lemoore

Via: Command Legal Officer, Naval Hospital Lemoore
Commanding Officer's Secretary

Subj: REQUEST FOR FUNDRAISER

1. The _____ is requesting to conduct a _____
_____ for fundraising efforts.

a. What:

b. When:

c. Where:

2. The point of contact for the _____ is
_____ at extension _____.

NAME

CO Secretary:

Date available on Command Calendar: Yes / No / Alt Date _____

CO Secretary's signature/date: _____

Comments: _____

Command Legal Officer:

Fundraiser request: Recommended / Not Recommended

Comments: _____

Command Legal Officer's signature/date: _____

Executive Officer: Approved / Recommended for Disapproved (to CO for final decision)

Comments: _____

Executive Officer's signature/date: _____

Copy to:
PAO