

# Welcome Private Organizations

Guest Speakers Today are:  
Legal  
&  
Public Health

Please have a seat and we will begin shortly

# Private Organization's General Information

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- ❖ **Website** [www.https://86fss.com/private-organizations/](https://86fss.com/private-organizations/)
  - AFI's
  - Frequently Asked Questions
  - Templates
  - Fundraiser Request Forms
  - Bank Authorization Forms
  
- ❖ **Private Organization Administrator**
  - Mrs. Catherine Jennings
  - Private Org box: 86FSS.privateorgs@us.af.mil
  - Email: Catherine.Jennings.1@us.af.mil
  - DSN: 480-8728/06371-47-8728
  - Location: Building 2118 (Vat Office) 2nd Floor, Office 220
  - Available to Hosts one on ones with POs' Officers

# What Is Required and Authorized for Official Private Organization's?

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## ❖ Required

- Submit renewal application 30 days prior to charter expiration
- Conduct background checks if working with children
- Submit minutes and financials quarterly (Up to 15 days after the end of the quarter)

## ❖ Authorized

- Obtain a Bank Account at SCU or Community Bank
- Fundraise on base with proper paperwork and approval (Three per quarter) on base
- Advertise fundraisers, activities and membership drives, following AFI34-223 and proper approval
- Open a PO box at the Ramstein Community Center

# How To Stay in Compliance

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## ❖ Official Private Organization's Documents

### ➤ Biyearly

- Constitution
- Bylaws
- Charter Letter

### ➤ Yearly

- Insurance/Waiver
- Officers list (Update whenever there is a change)
- Bank Authorization Form **(Wet signatures ONLY)**

## ❖ Unofficial Activity Documents needed

### ➤ Yearly

- Officers list (Update whenever there is a change)
- Bank Authorization Form **(Wet signatures ONLY)**
- Renew Unofficial Activity Letter

# Quarterly Chart

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## ❖ Quarters are the following

- **1 Jan - 31 March**
  - Minutes, financials, and budgets are due no later than 15 April
- **1 April - 30 June**
  - Minutes and financials are due no later than 15 July
- **1 July - 30 Sept**
  - Minutes and financials are due no later than 15 Oct
- **1 Oct - 31 Dec**
  - Minutes and financials are due no later than 15 Jan

# Basic Fundraising Guidelines

## ❖ Basic Guidance for Fundraising

- Must be compliant to fundraiser (Official POs and UAs must be in “good standing”)
- Only three times a quarter
- Cannot solicit for donations on base ( includes housing or any businesses on base)
- No fundraising during AFAF
- Cannot advertise fundraiser until your fundraiser request is APPROVED!
- Cannot send out base wide emails with your government email
- Can post on social media, bulletin boards, etc., with permission of the facility
- Cannot fundraise in uniform
- Cannot receive commercial sponsorship
- Cannot sell Alcoholic beverages
- Must have the: “THIS IS A PRIVATE ORGANIZATION. IT IS NOT A PART OF THE DEPARTMENT OF DEFENSE OR ANY OF ITS COMPONENTS AND IT HAS NO GOVERNMENTAL STATUS.”

**INSTRUCTIONS**

Appropriate coordination and approval are required on all fundraising requests. **Proper coordination procedures are listed below; please follow each to ensure the proper agencies have reviewed your request.** Any changes made to the original request, must be sent back with the revisions made to the PO's Office for another review. This is to include changes made after the final approval. If instructions are not followed or if fundraising is done outside the scope of the approved fundraiser request, 86 FSS/FSR reserves the right to penalize the organization accordingly.

1. All fundraising activities must be coordinated through 86 FSS Private Organizations Office. Generally, fundraising is governed by DoD 5500.7-R, AFI 34-223, AFI 36-3101, and the Joint Ethics Regulation (JER). However, other restrictions may apply.
2. Private Organizations **must not** do anything that implies Federal endorsement of a fundraising event and **may not** actively participate in fundraising while on duty, in uniform, or while at the workplace. All DoD members who participate in the event must do so with the clear understanding that they may only do so in their capacity as individuals. Civilian employees, like military members, are subject to the requirements of AFI 36-3101 and the JER.
3. Organizations are authorized to conduct three fundraisers per quarter.
4. Fundraisers are to be conducted **away from** the workplace. The installation commander determines which areas of the installation are and are not workplaces. The AFI provides examples of what are considered "workplaces" (offices, hangars, flight line) and what are not considered "workplaces" (base quarters, entrances, lobbies or concourses of buildings, schools, chapels, break rooms). The requirement that fundraising not occur at the workplace is not affected by the military status of those engaged in the fundraiser.
5. A fundraiser **may not** consist of frequent/continuous resale activities or compete with the Exchange or NAFI activities.
6. Door-to-door solicitation is largely prohibited in military housing areas. This prohibition exists to protect the security of the installation, avoid high-pressure sales techniques and allow military personnel and their families a peaceful living environment free from unwanted intrusion. As such, access to military housing for door-to-door solicitation is and will be highly restricted.
7. Government email **may not** be used in furtherance of this fundraiser. Advertisement of the event may not appear as official Air Force or installation endorsement of the event. All advertising must include "*This is a private organization. It is not part of the Department of Defense or any of its components and it has no governmental status.*" In addition, **organizations are not authorized to begin advertising until after the event has been approved.**
8. Installation Excellence Requirements must be followed. Sandwich boards and properly placed fliers are the only authorized means of physical advertising. Sandwich boards are to be placed on the day of and in the immediate location of the event only. Please check out standard sandwich boards at the Self Help Store, Bldg 510 on Ramstein AB, DSN 480-5034. DoD ID card holders must provide a hand receipt signed by their first sergeant, facility manager, or commander to pickup to ensure accountability of the limited boards. Do not use handmade signs. **Fliers/notices WILL NOT be affixed to light boxes, etc.** Building Managers will approve fliers to be placed on bulletin boards in their building only-such as the Commissary. **Fliers must include the disclaimer found in paragraph 7.**

I acknowledge that I have read the conditions and that my organization will follow all protocol during the fundraiser

Signature \_\_\_\_\_

**COORDINATION**

Please see below for the required coordination, which must be signed in their respective box on page 1. **All required facilities must have signed before submitting requests to the 86 FSS Private Organizations Office.** The approval process can take up to fifteen (15) days and up to sixty (60) days during CFC and AFAF drives. Plan accordingly, and submit requests as early as possible.

- A. Base facility proposed for use, ensuring facility is **not a workplace**.
- B. Public Health (86 MDG) if food preparation is involved.  
email: usaf.ramstein.86-mdg.mbx.amds-food-safety@mail.mil DSN: 479-2253
- C. 86 FSS Private Organization Office  
email: 86FSS.PrivateOrgs@us.af.mil DSN: 480-8728
- E. Legal Office (86 AW/JA)  
Event involves raffle.  
Event involves increased risk of injury and the PO does not have liability insurance.  
Event will take place during annual Combined Federal Campaign (CFC) in fall or the Air Force Assistance Fund (AFAF)
- F. 86 FSS/ CC or 86 MSG/CC if during CFC, AFAF, or if requested.

<b>FUNDRAISER REQUEST FORM</b>					
TO: 86 FSS Ramstein Air Base, Germany		FROM: ORGANIZATION REPRESENTED (Name and Address)			DATE REQUEST SUBMITTED
<p><b>NOTICE:</b> I request authorization to hold a fundraising event on Ramstein Air Base. 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 Armed Forces. I understand that members of this Private Organization are jointly and severally liable for this organizations debts.</p>					
NAME/EMAIL/PHONE NUMBER OF RESPONSIBLE INDIVIDUAL			TIME(s) and DATE(s) OF THIS FUNDRAISER		
SIGNATURE OF RESPONSIBLE INDIVIDUAL			DATE(s) OF LAST FUNDRAISER		
<b>Please Read Instructions on Page 2 Prior to Completing Form</b> -Please Type-			<b>NO. OF EXPECTED PARTICIPANTS</b>		
			ADULTS	CHILDREN UNDER 12	
<p><b>DETAILS of your event</b> e.g.: <b>WHAT:</b> wishes to hold a bake sale or a 5K. <b>WHERE:</b> location of the fundraiser (physical location) <b>WHY:</b> funds to be used to offset cost of our unit's party or to raise funds for a local scholarship. (Be as specific as you can be. If necessary, attach more information on a separate page.)</p> <p><b>What:</b></p> <p><b>Where:</b></p> <p><b>Why:</b></p> <p>The Joint Ethics Regulation prohibits use of DoD communication resources (telephones, fax machines, E-mail, the Internet) or any other government resource in a manner that would reflect adversely on the DoD, which specifically includes soliciting and selling (JER sec. 2-301 a. and b).</p>			True False      Check True or False		
			<input type="checkbox"/> <input type="checkbox"/> 1. The requesting organization is primarily made up of AF/DoD members. <input type="checkbox"/> <input type="checkbox"/> 2. All participants will be volunteers, not in uniform, and, if the fundraiser is conducted during duty hours, will be on leave or special pass. <input type="checkbox"/> <input type="checkbox"/> 3. This event will involve food preparation. <input type="checkbox"/> <input type="checkbox"/> 4. The location of this event is considered the workplace. <input type="checkbox"/> <input type="checkbox"/> 5. This event will involve solicitation in base housing. <input type="checkbox"/> <input type="checkbox"/> 6. This organization has obtained liability insurance if necessary. <input type="checkbox"/> <input type="checkbox"/> 7. If this event is represented by an unofficial activity, assets were below \$1000 average for the last 3-month period. <input type="checkbox"/> <input type="checkbox"/> 8. This event will occur during CFC or AFAF drives. <b>AFAF is from 28 March – 6 May 2022</b> <input type="checkbox"/> <input type="checkbox"/> 9. All organization's documents are up to date, to including minutes and budgets.		
<b>COORDINATION:</b> Please see page 2 for more information.					
OFFICE	A: Facility Manager	B: Public Health	C: Private Orgs Office	Other	Other
Initials/ Date					
<p>E: <b>86 AW/JA RECOMMENDATION: (IF REQUIRED)</b>    <input type="checkbox"/> Approval    <input type="checkbox"/> Denial</p> <p>Qualifies as:    <input type="checkbox"/> A local INTERNAL program AWAY FROM the workplace    <input type="checkbox"/> A local INTERNAL program AT the workplace  <input type="checkbox"/> OTHER:</p> <p>Remarks: _____ Signature: _____</p> <p>Subject to Instructions:</p>					
<p><b>DECISION OF APPROVAL AUTHORITY:</b> YOUR REQUEST TO CONDUCT A FUNDRAISER IS:    <input type="checkbox"/> APPROVED    <input type="checkbox"/> DENIED</p>					
<b>REMARKS/LIMITATIONS:</b>					
F. NAME, GRADE, AND DUTY TITLE JOHN D. FRAZIER , LT Col, USAF Commander, 86th Force Support Squadron			SIGNATURE		

# Looking to do a Bagging Fundraiser

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- ❖ Contact the Commissary about what availability is for fundraising.
- ❖ Have the manager sign the request form as the facility manager and turn it back into the PO's Office.
- ❖ Since your PO is bagging, all tips are yours.
- ❖ You may have multiple days or weekends (within 30 days) on one fundraiser request.
- ❖ We do allow Army POs to take place in either Commissary Bagging.



# Commissary POC's

**Christopher Orosco Pearl Cardiel-  
Santos Ciara Willingham Scott  
Huckins Jacob Phillips**

## Contact Info

[Ramstein.Commissary@deca.mil](mailto:Ramstein.Commissary@deca.mil)

**☎ Comm: +49 (0)6371-47-6712 / 7159 / 7231**

**☎ DSN: 480-6712 / 7159 / 7231**

# 86 FSS Event Food Booth

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- Electricity and washing stations will be provided
- Please do not ask if your organization can have a booth prior to the registration
- Signups will launch on [www.https://86fss.com/private-organizations/](https://86fss.com/private-organizations/)
- First Official Private Organizations in “Good standing” will get a booth
- There will be a waitlist just incase a PO is not in good standing or drops out
- Please have 3 main food items listed on your registration form (Most to least wanted)
- Sodas, chips, and PO’s gear do not have to be listed
- Electricity, fridge (1 per PO) and washing stations will be provided
- All merchandise must be submitted prior to get approval of 86 FSS CC
- Think about manpower and at least three main food options for your booth
- POs cannot give away their booth to another PO.
- Catherine Jennings is the PO for all events except for the Bazaar

# Application Process

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- Private Organizations must be in “Good Standing” at the time of the application process
- An informational email will go out near the time of the event, to include the date and time for registering POs for a food booth
- The link for registration will appear on the 86 FSS Private Organization’s website when registration is open
- The first emails to reply directly to the registration email, with all the information requested, will be placed in a booth slot
- The PO’s administrator will email contracts to those awarded a booth



# Private Organizations

Click to Call



[FREEDOM FEST APPLICATION](#)



## PHONE

DSN: 480-8728  
CIV: [06371-47-8728](tel:06371-47-8728)

## E-MAIL

[86fss.privateorgs@us.af.mil](mailto:86fss.privateorgs@us.af.mil)

## OPEN HOURS

Mon-Fri: 0800-1700  
Sat-Sun & Holidays: Closed

## ADDRESS

Building 2118, Office 220 (2nd Floor)  
Harmon Ave, Ramstein Air Base, DE



# RAMSTEIN BAZAAR

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[HOME](#) [COMMUNITY IMPACT](#) [RBGB](#) [VENDORS](#) [FOOD VENDORS](#) [CONTACT US](#)

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The Food Vendor Application for the Ramstein Bazaar has closed.

Please check back in spring 2023 for the next application.

For reference, Food Vendor documents may be viewed at the links below.

[FOOD VENDOR CONTRACT 2022](#)

[FOOD VENDOR FAQ](#)

[RULES AND REGULATIONS 2022](#)

# 86 FSS Event Food Booth Opportunities

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## ❖ Freedom Fest

- Event date July 3<sup>rd</sup> & 4<sup>th</sup>
- Sign up application will be in May
- 31 Booths are available
- Set up will be on July 2<sup>nd</sup> with inspections (You may start cooking and prepping on site this day)
- Sign ups are on the 86 FSS Private Organization's website

## ❖ Bazaar

- Event date is September 14-17
- Sign up application will be in June
- 29 Booths are available
- Set up will be on September 13<sup>th</sup> with inspections (You may start cooking and prepping on site this day)
- Sign ups are on the Bazaar website

**An email will go out weeks prior with the date and time for both application period**

# Legal Office

# Fundraising - “For Us By Us”

- “For us, by us” fundraising includes activities wherein Unit organizations composed primarily of DoD employees, or their dependents fundraise among their own members for the benefit of welfare funds for their own members or their dependents.”
- POs are not considered “for us, by us” fundraising entities within the meaning of the Joint Ethics Regulation, Section 3-210(a)(6).
- IAW AFI 36-3101, paragraph 5.3.4.2, allows for “for us, by us” fundraising activities, when small amounts of cash are collected to assist unit members with personal misfortune.
- Collections “should be completely voluntary and anonymous.
- Employees are not limited in the amount they contribute, however, the amount solicited from employees should not exceed \$10.



# Fundraising - Raffles

- Raffles must be held to support the PO's routine operations or for the direct benefit of Department of Defense personnel or their family members.
- Raffles must be authorized in advance by the Installation Commander or designee through a fundraiser request.
- Raffles may not be authorized to raise money for an outside cause local or national group, such as local regional or national charities (including the Combined Federal Campaign).
- Raffles may be utilized for the benefit of the Air Force Assistance Fund if 100% of the proceeds are donated to the Fund. See AFI 36-3101, section C.
- Raffles must not be conducted by military members or civilian employees during their duty time. Military members may not conduct raffles while in uniform at any time. Air Force personnel may participate in PO fundraising raffles only in a purely personal, unofficial, volunteer capacity at authorized locations and in ways that do not imply official endorsement.
- Raffles conducted strictly for a monetary prize are not authorized on the installation.



# Soliciting Donations

- ❖ Private Organizations and unit unofficial activities may accept gifts and donations from outside sources.
- ❖ Unit unofficial activities will not solicit gifts.
- ❖ Private Organizations will not solicit direct monetary gifts or donations (as distinguished from the sale of items of value) on base.
- ❖ Off-base solicitations must clearly indicate that they are for a Private Organization and not for the base or any official part of the Air Force.
- ❖ Donor/gift recognition may not be made publicly.
- ❖ Oral recognition of the gift or donation can only be made to members of the Private Organization or those present at an event benefiting from the donation/gift.

Sample Donation Letter

Date

Mr. and Mrs. John Smith  
Address  
Address

Dear Mr. and Mrs. Smith,

It is my pleasure to introduce you to my organization, \_\_\_\_\_.

Use a personal story about how an individual is doing better because of your organization's services.

Explain what your organization is doing.

Explain why it is important for your organization to be doing this work.

Explain your financial need. What do you need money for?

Ask for a donation. Be specific about the amount. Here is some good phrasing:  
The \_\_\_ organization respectfully requests \$ \_\_\_\_\_ to help support our \_\_\_\_\_  
(financial need).

Thank you for considering this letter of request. If you have any questions, please do not hesitate to contact me at \_\_\_\_\_ (email) or \_\_\_\_\_ (phone). I will follow up with you shortly.

Sincerely,

Name  
Position in Organization  
Organization Name

# Public Display of Flags



SECRETARY OF DEFENSE  
1000 DEFENSE PENTAGON  
WASHINGTON, DC 20301-1000

JUL 16 2020

MEMORANDUM FOR CHIEF MANAGEMENT OFFICER OF THE DEPARTMENT OF DEFENSE  
SECRETARIES OF THE MILITARY DEPARTMENTS  
CHAIRMAN OF THE JOINT CHIEFS OF STAFF  
UNDER SECRETARIES OF DEFENSE  
CHIEF OF THE NATIONAL GUARD BUREAU  
COMMANDERS OF THE COMBATANT COMMANDS  
GENERAL COUNSEL OF THE DEPARTMENT OF DEFENSE  
DIRECTOR OF COST ASSESSMENT AND PROGRAM EVALUATION  
INSPECTOR GENERAL OF THE DEPARTMENT OF DEFENSE  
DIRECTOR OF OPERATIONAL TEST AND EVALUATION  
CHIEF INFORMATION OFFICER OF THE DEPARTMENT OF DEFENSE  
ASSISTANT SECRETARY OF DEFENSE FOR LEGISLATIVE AFFAIRS  
ASSISTANT TO THE SECRETARY OF DEFENSE FOR PUBLIC AFFAIRS  
DIRECTOR OF NET ASSESSMENT  
DIRECTORS OF DEFENSE AGENCIES  
DIRECTORS OF DOD FIELD ACTIVITIES

SUBJECT: Public Display or Depiction of Flags in the Department of Defense

The mission of the Department of Defense is to provide a combat-ready military force to deter conflict, and, should deterrence fail, to prevail in war. Accomplishing this mission depends on our most important resource — our Service members and civilian employees. Supporting our people requires mutual respect, responsibility, and accountability.

Flags are powerful symbols, particularly in the military community for whom flags embody common mission, common histories, and the special, timeless bond of warriors. As Supreme Court Justice John Paul Stevens, a veteran of the Second World War, once wrote about the United States flag: "It is a symbol of freedom, of equal opportunity, of religious tolerance, and of good will for other peoples who share our aspirations." We wear this flag on our sleeves; we honor it prominently on parade fields; we carry it into combat; and, we drape it over the coffins of those who have given their lives for our Nation.

We must always remain focused on what unifies us: our sworn oath to the Constitution and our shared duty to defend the Nation. I am committed to fielding the most powerful military force the world has known by strengthening the bonds of our most valuable resource — our people. That is why we honor the American flag, which is the principal flag we are authorized and encouraged to display. The flags we fly must accord with the military imperatives of good order and discipline, treating all our people with dignity and respect, and rejecting divisive symbols.



OSD006859-20/CMD008448-20

# Public Display of Flags

Consequently, in addition to the American flag, Service members and civilian employees are authorized to display or depict representational flags that promote unity and esprit de corps, including:

- Flags of U.S. States and Territories and the District of Columbia;
- Military Service flags;
- Flag or General Officer flags;
- Presidentially-appointed, Senate-confirmed civilian flags;
- Senior Executive Service (SES) and Military Department-specific SES flags;
- The POW/MIA flag;
- Flags of other countries, for which the United States is an ally or partner, or for official protocol purposes;
- Flags of organizations in which the United States is a member (e.g., NATO); and
- Ceremonial, command, unit, or branch flags or guidons.

This guidance applies to public displays or depictions of flags by Service members and civilian employees in all Department of Defense work places, common access areas, and public areas, including, but not limited to:

- Office buildings, facilities, naval vessels, aircraft, government vehicles, hangars, garages, ready rooms, conference rooms, individual offices, cubicles, storage rooms, tool and equipment rooms, workshops, break rooms, kitchens/galleys, recreational areas, commissaries, Navy and Marine Corps and Army and Air Force exchanges, and heads/latrines/restrooms — including property and buildings off installation leased by the Department;
- Sensitive compartmented information facilities and other secure facilities;
- Open-bay barracks, berthing areas, and common areas of barracks and bachelor quarters;
- School houses and training facilities; and
- All spaces or items in public or plain view, such as the outside areas of any Department of Defense buildings and government-operated or public-private venture housing (e.g., parking lots, yards, gazebos, or porches).

The public display or depiction of unauthorized flags in museum exhibits, state-issued license plates, grave sites, memorial markers, monuments, educational displays, historical displays, or works of art, where the nature of the display or depiction cannot reasonably be viewed as endorsement of the flag by the Department of Defense, is not prohibited.

What has always united us remains clear — our common mission, our oath to support and defend the Constitution, and our American flag. With this change in policy, we will further improve the morale, cohesion, and readiness of the force in defense of our great Nation.

*Matt T. Egan*

# 786 FSS Fitness



# Looking to have a 5K?

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- ❖ Submit request with enough lead time, a few days to get the request signed will not equal good results.
- ❖ If the event leaves the Fitness Center property and will requires other Sq involvement like SFS or Medical the request must be submitted to the Gatekeeper for approval.
- ❖ Communication with Fitness Program and events Coordinator is a must, please coordinate with both to deconflict prior to submission. This will ensure we don't have two 5Ks back-to-back etc.
- ❖ Submit e-SSS a minimum of 60 days before event to allow proper time for coordination and approval from MSG/CC.
- ❖ You will receive a 786 FSS 5K Guidance to help you.

# Looking to have a 5K?

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- ❖ All Fitness programs and events have priority as it is a mandated program.
- ❖ Ensure your event does not conflict with any base, wing events. Refer to the 86 AW start calendar on SharePoint and/or contact the 86 AW front office to verify that no events conflict with the date/time you have chosen

## Useful Phone Numbers/Contact Information

786 FSS/FSVS: 480-0294

86 SFS Police Services: 478-2232

Outdoor Recreation: 480-5707

CES Self Help Store: 480-5034/5035

Ramstein Public Address Support: 480-5137 or email at:

[ramstein.publicaddresssupport@ramstein.af.mil](mailto:ramstein.publicaddresssupport@ramstein.af.mil)

86 AW/SE: 480-7233

86 AW/PA: 480-9196

86 AW/AT: 480-2115

86 MSG/CCE: 480-2000

# Looking to have a 5K?

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## eSSS Guidance:

### ❖ Routing:

- (your sq/CC or org president)
- 786 FSS/FSVS (Mr. Marcus Grothues)
- 786 FSS/FSV
- 786 FSS/CC
- 86 FSS/CC (for private orgs only)
- 86 SFS/CC
- 86 AW/SE
- 86 AW/PA
- 86 AW/AT
- 86 MDG/CC
- 86 MSG/CCE
- 86 MSG/CD
- 86 MSG/CC for approval

# Public Health

The background features abstract, overlapping geometric shapes in various shades of blue, ranging from light sky blue to deep navy blue. These shapes are primarily located on the right side of the frame, creating a modern, layered effect.

# Public Health

- ▶ New Application
- ▶ **No** approved kitchens
- ▶ Approved sources website
  - ▶ <https://sph.health.mil/86257b8d004a4b6c/europe/>



DEPARTMENT OF THE AIR FORCE  
86TH AIRLIFT WING (USAF)

Public Health Flight Phone: 479-2243  
[usaf.ramstein.86-mdg.mbx.86-cmcs-food-safety@health.mil](mailto:usaf.ramstein.86-mdg.mbx.86-cmcs-food-safety@health.mil)  
Organizational Food Event Request & Guidelines

LOG #: \_\_\_\_\_

TODAY'S DATE: \_\_\_\_\_

1. Organization requesting/Food Vendor/Business Name:	
2. Date and Time of event:	
3. Location of event:	
4. Point-of-Contact (Name, Phone & Email) Vendor/Business Contact Information	
5. a. Types of food to be sold/distributed: (i.e. type of meats, vegetables, sides, dairy) b. For baked items are there any cream/custard filling/dairy toppings? <input type="radio"/> Y <input type="radio"/> N <input checked="" type="radio"/> N/A	
6. a. What will be used to heat/cook food items: b. Where will food be prepped: c. Where/ When will food be cooked:	
7. What will be used to refrigerate food items:	
8. Where will vendor be purchasing food from: <i>(receipts will be needed to verify purchase)</i>	

I, the POC for the organization food event, will take full responsibility of ensuring the organization (and myself) comply with the sanitation requirements. Also, by signing I am confirming I have read the sanitation requirement memo. I have received training from Public Health, and I will ensure all volunteers are informed of the requirements and have signed page 2 of this memo. I understand it is my responsibility to inform Public Health if anything on this request changes.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Public Health Tech Signature

The background features abstract, overlapping geometric shapes in various shades of blue, ranging from light sky blue to deep navy blue. These shapes are primarily located on the left and right sides of the frame, creating a modern, dynamic feel. The central area is a clean, white space where the text is placed.

Questions?