

**BY ORDER OF THE COMMANDER  
1ST SPECIAL OPERATIONS WING  
(AFSOC)**

**HURLBURT FIELD INSTRUCTION 34-202**

**7 APRIL 2015**

*Services*



**HURLBURT FIELD FUNDRAISING POLICY**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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Certified by: 1 SOFSS/CC  
(Lt Colonel James D. Beaty)

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This publication implements Department of Defense (DoD) Directive 5500.7-R, *Joint Ethics Regulation*, Chapter 3, AFI 34-223, *Private Organization Program*, and AFI 36-3101, *Fundraising Within the Air Force*. It establishes the policies and procedures for fundraising on Hurlburt Field. It applies to base and partner units, and any outside organization authorized to fundraise on Hurlburt Field. This instruction does not apply to the Air National Guard (ANG) of the Air Force Reserve (AFR). Refer recommended changes and questions about this publication to the OPR listed above using the AF Form 847, *Recommendation for Change of Publication*, route AF Form 847 from the field through the appropriate chain of command. Requests for waivers must be submitted to the OPR listed above for consideration and approval. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

**SUMMARY OF CHANGES**

This instruction has been revised and must be completely reviewed. All references to Services Squadron have been changed to Force Support Squadron. Paragraphs 4.1-4.2 and 6.3.2 have been updated to comply with new AFI 34-223 guidance.

## 1. General Policy.

1.1. Any group interested in fundraising on or off Hurlburt Field must follow the proper procedures. A written fundraiser request (**Attachment 2**) must be submitted through the 1st Special Operations Force Support Squadron Resource Management Office (1 SOFSS/FSR) to the 1st Special Operations Force Support Squadron Commander (1 SOFSS/CC) for approval. Approval is required for all on-base and off-base fundraising, regardless of the nature or size of the event, including those fundraisers within individual units. Solicitation of local businesses for prizes, gift certificates, or the like, must also be approved. The official forms may be found at [http://myhurlburt.com/fundraising\\_officialfunctions.php](http://myhurlburt.com/fundraising_officialfunctions.php).

1.2. Groups requesting to fundraise shall not imply official endorsement by any Department of Defense (DoD) component, the United States Air Force, Hurlburt Field, Air Force Special Operations Command (AFSOC), 1st Special Operations Wing (SOW), or individual units, unless specific authorization has been given by the 1 SOW commander or delegate.

1.3. Groups generally allowed to fundraise on Hurlburt Field include:

1.3.1. Listed private organizations (PO).

1.3.2. Unofficial activities/organizations, such as unit or office booster clubs not required to list as POs.

1.3.3. Local chapters of professional military associations (e.g. Non-Commissioned Officers Association (NCOA), Air Force Sergeants Association (AFSA), Air Force Association (AFA).

1.3.4. Local scouting organizations primarily made up of military dependents.

## 2. Fundraising Guidelines.

2.1. The fundraiser request must be approved prior to the event.

2.1.1. Allow 2 weeks for staffing fundraiser requests.

2.1.2. Organizations shall not advertise fundraising activities prior to obtaining approval.

2.2. Coordination with external agencies must be accomplished prior to submitting the request.

2.2.1. The appropriate manager must give approval to use a facility. For example, the manager of Gator Lakes Golf Course must approve the use of the course for a proposed golf tournament.

2.2.2. Any fundraiser involving the sale or preparation of food must comply with AFI 48-116, *Food Safety Program*, and be coordinated with the Hurlburt Field Public Health Office (located in Building 91041). An application for a temporary food booth is at **Attachment 3**.

2.2.3. Once final approval has been received for on base fundraisers, each organization must display the proper approval paperwork received from 1 SOFSS/FSR at the event.

## 3. Fundraising Restrictions.

3.1. Fundraisers must take place away from the workplace. Lobbies, break rooms, and common areas are not considered part of the workplace.

3.2. There can be no implication of official sponsorship, unless specific authorization has been given by the 1 SOW commander or delegate.

3.2.1. Requesting groups shall not use any of the agencies listed in paragraph 1.2. to indicate sponsorship or official endorsement. For example, 1 SOFSS/FSR cannot sponsor a car wash. Marlin Booster Club is the organization hosting the event. Sponsorship can only be arranged through 1 SOFSS/FSK Marketing Department.

3.2.2. All participants must be in a non-duty status and out of uniform, unless specific authorization has been given by the 1 SOW commander, or delegate, stating otherwise.

3.2.3. Government resources cannot be used. This includes government-owned vehicles (GOVs), workplace copiers, and the base email system. Exception: base parking lots and water are usable for car washes, provided the base is in a Green Flag water condition. The requesting group must have prior approval from the appropriate facility manager to use a parking lot for a car wash.

3.3. Organizations are limited to two fundraisers per quarter, on-base or off-base. Exception: Fundraising in conjunction with an event sponsored by 1st Special Operations Force Support Squadron, such as operating a food booth at Sound of Independence, does not count against an organization's two fundraisers per quarter.

3.4. Unused fundraisers do not carry over from one quarter to the next.

#### **4. Fundraising Off-Base.**

4.1. Off-base fundraisers require prior approval and do count toward an organization's two fundraisers per quarter.

4.2. Organizations must submit fundraiser request to 1 SOFSS/FSR for approval prior to scheduling an off-base fundraiser for legal limitations.

4.3. The restrictions regarding the implication of official sponsorship for on-base fundraisers apply to off-base fundraisers, with the exception that off-base fundraisers may not be officially endorsed.

#### **5. Soliciting Donations.**

5.1. Soliciting donations or gifts on Hurlburt Field is prohibited. This includes requesting donations or prizes for awards banquets, recognition ceremonies, and unit holiday parties.

5.2. Organizations can solicit local businesses and agencies, but must have approval before solicitation can occur.

5.2.1. If soliciting prizes to be given away as part of a fundraiser, such as a golf tournament, include a sample letter for review with the fundraiser package. See [Attachment 4](#) for an example. The legal office, 1 SOW/JA, will review the letter. Approval authority is 1 SOFSS/CC.

5.2.2. If the solicitation is not in conjunction with a fundraiser, contact 1 SOFSS/FSR for guidance. This includes units requesting prizes or donations from local businesses to be given at holiday parties and summer picnics.

5.2.3. In the case of off-base solicitation for donations to an external private organization, there can be no implication of command or Air Force sponsorship, nor can

authorization for such sponsorship be obtained. Members must be off duty and out of uniform. The solicitation letter must clearly indicate the donations are for a private organization or unofficial activity and not the base or any part of the Air Force. The letter shall not contain official names belonging to the Air Force, including unit names, office symbols, or rank.

5.2.4. Organizations shall not promise endorsement or sponsorship to businesses in return for donations. The organization can only recognize the donating businesses verbally at the event benefiting from the donation or gift. **Exception:** a business donating a prize for a golf tournament on base may be permitted hole sponsorship with a tee sign only, as long as no recognition exists pre-event or post event. No other printed advertisement will be allowed on the golf course and tee signs must be removed immediately after the event.

## 6. Advertising.

6.1. Advertisement signs and flyers shall not contain official names belonging to the Air Force, which includes unit names, office symbols, and rank.

6.2. Advertisement flyers must be approved by 1 SOFSS/CC prior to dissemination. Include a copy in the fundraiser package for review. Government email addresses and phone numbers are not permitted on the flyer.

6.3. Organizations shall not send base-wide emails to advertise. The email system is a government resource restricted to official business. (See AFMAN 33-152, *User Responsibilities and Guidance for Information Systems*, Paragraph 3.1).

6.3.1. An informational email can be sent within the organization itself, but shall not be disseminated throughout the base. Flyers or word of mouth shall accomplish advertising outside of the organization.

6.3.2. Disclaimers must be included on all printed and electronic media confirming not part of the DoD.

6.3.2.1. Registered private organizations: "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."

6.3.2.2. All other organizations: "Our organization is volunteering their off-duty time for this event that is completely unrelated to any official business of the United States Air Force or Hurlburt Field. This event is neither sponsored nor endorsed by the Air Force."

6.4. Organizations must have facility manager approval prior to posting flyers in buildings on base. This applies to unit and squadron buildings, as well as the Base Exchange, Commissary, Shoppette, Mini-Mall, and recreational facilities.

6.5. Fundraising during the annual Combined Federal Campaign (CFC) and Air Force Assistance Fund (AFAF) must be conducted away from the workplace as not to compete

with CFC and AFAF. Advertising for fundraisers during the annual CFC and AFAF is authorized as long as it does not detract from these campaigns while in progress.

SEAN M. FARRELL, Colonel, USAF  
Commander

## Attachment 1

## GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

*References*

DoD Directive 5500.7-R, Joint Ethics Regulation

AFMAN 33-152, User Responsibilities and Guidance for Information Systems, *1 July 2012*

AFI 34-223, Private Organization (PO) Program, *8 March 2007*

AFI 36-3101, Fundraising Within The Air Force, *12 July 2002*

AFI 48-116, Food Safety Program, *19 August 2014*

*Prescribed Forms*

None

*Adopted Forms*

AF Form 847, *Recommendation for Change of Publication*

*Abbreviations and Acronyms*

**1 SOMDG/SGPM**—1st Special Operations Medical Group Public Health Office

**1 SOFSS/FSR**—1st Special Operations Force Support Squadron Resource Management Office

**1 SOW/JA**—Hurlburt Field Legal Office

**AAFES**—Army Air Force Exchange Service

**AFAF**—Air Force Assistance Fund

**AFI**—Air Force Instruction

**AFMAN**—Air Force Manual

**CFC**—Combined Federal Campaign

**DoD**—Department of Defense

**PO**—Private Organization

*Terms*

**Private Organization**—A self-sustaining special interest group, set up by people acting exclusively outside the scope of any official capacity as officers, employees, or agents of the Federal Government. POs are not federal entities and are not to be treated as such. Organizations are required to list as POs if monthly assets (including cash inventories, receivables, and investments) exceed a monthly average of \$1,000 over a 3-month period.

**Unofficial Activity/Organization**— Same definition as a Private Organization. However, monthly assets do not exceed \$1,000 a month over a 3-month period.

**Attachment 2  
FUNDRAISER REQUEST**

FUNDRAISER REQUEST						
TO: I SOFSS/FSRF Hurlburt Field		FROM: NAME OF RESPONSIBLE INDIVIDUAL/ PHONE NUMBER			DATE OF REQUEST	
NOTICE: I request authorization to hold a fundraising event at _____ . 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 should an incident occur, the individual members of the requesting organization, rather than the Air Force, would be liable.						
ORGANIZATION REPRESENTED (Name and Address)				TIME(s) and DATE(s) OF THIS FUNDRAISER		
<b>To Complete Form, Please Read Instructions on Reverse and Initial Next to Each Number</b>				Number of Fundraisers this Quarter (excluding this fundraiser)		
				NO. OF EXPECTED PARTICIPANTS		
<b>DETAILS of your event: e.g., WHO: Marlin's Magic, WHAT: wishes to hold a cookie sale, WHERE: in front of the BX, WHY: funds to be used to offset cost of a unit party. (Be complete and if necessary, attach more information on a separate page.)</b>  <b>WHO:</b>  <b>WHAT:</b>  <b>WHERE:</b>  <b>WHY:</b>  Advertising: The Joint Ethics Regulation prohibits the use of DoD communication resources (telephones, fax machines, e-mail, internet) or any other Government resource in any manner that would reflect adversely on the DoD, which specifically includes soliciting and selling (JER Sec. 2-301(a) and (b)).  _____ SIGNATURE (I understand and agree to the instructions on the reverse)				ADULTS		CHILDREN UNDER 12
				Yes		No
				<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 involves food preparation. (If yes, see reverse)
				<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 involves solicitation.
				<input type="checkbox"/>	<input type="checkbox"/>	6. Official endorsement of this event is desired.
COORDINATION (see reverse)						
OFFICE	Facility	Safety	I SOMD/G	I SOFSS/FSRF	I SOW/JA	I SOFSS/CC
Initials/ Date					See below	See below
I SOW/JA RECOMMENDATION			<input type="checkbox"/> APPROVAL	<input type="checkbox"/> DENIAL (Please see remarks)		
Qualifies as:			<input type="checkbox"/> A local INTERNAL program AWAY FROM the workplace (AFI 36-3101, Table 1, Rule 4)	<input type="checkbox"/> A local INTERNAL program AT the workplace (AFI 36-3101, Table 1, Rule 3)		
			<input type="checkbox"/> OTHER (Please see remarks)			
REMARKS:						
Printed Name/Signature:				Review Date:		
DECISION OF APPROVAL AUTHORITY: Your request to conduct a FUNDRAISER at the time(s) and date(s) indicated is:						
<input type="checkbox"/> APPROVED		<input type="checkbox"/> DENIED		<input type="checkbox"/> NOT APPLICABLE		
DECISION OF APPROVAL AUTHORITY: Your request to conduct a SOLICITATION at the time(s) and date(s) indicated is:						
<input type="checkbox"/> APPROVED		<input type="checkbox"/> DENIED		<input type="checkbox"/> NOT APPLICABLE		
REMARKS/ LIMITATIONS:						
NAME, GRADE AND DUTY TITLE JAMES D. BEATY, Lt Col, USAF Commander, 1st Special Operations Force Support Squadron				SIGNATURE		

**INSTRUCTIONS**

- \_\_\_\_\_ 1. 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.
- \_\_\_\_\_ 2. All fundraising activities must be coordinated through 1 SOW/CC or delegate and 1 SOW/JA. Generally, fundraising is governed by DoD 5500.7-R, AFI 34-223, and AFI 36-3101, **which should be reviewed in addition to these instructions.**
- \_\_\_\_\_ 3. Private organizations **must not** do anything that implies Federal endorsement of a fundraising event and members **may not** actively participate in fundraising while on duty, in uniform, or while at the workplace. All DoD members who participate in this 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 Joint Ethics Regulation (JER).
- \_\_\_\_\_ 4. Private organizations are prohibited from engaging in any conduct that has the effect of advertising for, making referrals to, or encouraging the use of any commercial business concerns.
- \_\_\_\_\_ 5. Private organizations **may not** conduct games of chance, lotteries, raffles, or other gambling-type activities other than those permitted by AFI 34-223.
- \_\_\_\_\_ 6. Unofficial activities/organization **may not** conduct games of chance, lotteries, raffles, or other gambling-type activities **under any circumstances.**
- \_\_\_\_\_ 7. 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.
- \_\_\_\_\_ 8. A fundraiser **may not** consist of frequent/continuous resale activities or compete with AAFES Services, or NAFI activities. However, occasional sales are permitted. Occasional has been defined as not more than two (2) per calendar quarter. This fundraiser may be authorized if it complies with this definition.
- \_\_\_\_\_ 9. Organizations are limited to a maximum of two (2) fundraisers per quarter.
- \_\_\_\_\_ 10. 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.
- \_\_\_\_\_ 11. **Government email may not be used in furtherance of this fundraiser.** (DoD 5500.7-R and AFI 33-119). Advertisement of the event may not appear to be an official Air Force or Hurlburt Field endorsement of the event.
- \_\_\_\_\_ 12. Advertising may not occur until the fundraiser is approved by 1 SOW/CC or delegate. A copy of the advertisement must be included in the fundraiser packet for approval prior to dissemination. Advertisement shall not contain any official names belonging to the Air Force (such as unit names, office symbols, and rank). Additionally, POs and UAs shall not send base-wide emails to advertise the event. The facility manager is required to approve any advertisement prior to posting a flyer in a building on base.
- \_\_\_\_\_ 13. Solicitation of donations or gifts on Hurlburt Field is prohibited. However, with prior approval, organizations may solicit local businesses for donations or gifts. Organizations operating on the installation are prohibited from engaging in any conduct that has the effect of advertising for, making referrals to, or encouraging use of any commercial business.
- \_\_\_\_\_ 14. Alcohol cannot be sold or served.
- \_\_\_\_\_ 15. Any fundraiser involving the sale or preparation of food must comply with AFI 48-116, *Food Safety Program*, and be coordinated with the Hurlburt Field Public Health Office. Public Health can be reached at 881-4756.
- \_\_\_\_\_ 16. This form must be kept on hand during the entire fundraiser.
- \_\_\_\_\_ 17. Finally, solicitation of DoD personnel junior in rank, grade or position is not allowed.

**COORDINATION**

Once submitted to 1 SOFSS/FSRF, the approval process can take up to fifteen (15) days. Please plan accordingly.

- A. Base facility proposed for use
- B. Public Health (1 SOMDG) – only if the event involves handling or preparation of food
- C. 1 SOFSS/FSRF
- D. Legal Office (1 SOW/JA)
- E. 1 SOFSS/CC



Attachment 3

APPLICATION FOR TEMPORARY FOOD BOOTH

**A3.1.** AFI 48-116 permits organizations to operate temporary food booths within certain guidelines. These guidelines are established to ensure food is handled in a safe and sanitary manner that will prevent potential food borne illnesses. Please complete the following application and fax the form to Public Health at 881-4157. We will inspect your facility during operation to evaluate food safety and sanitary practices. If you need further assistance, please contact Public Health at 881-4756.

ALL PURPOSE CHECKLIST		PAGE 1	OF 2	PAGES
TITLE/SUBJECT/ACTIVITY/FUNCTIONAL AREA TEMPORARY FOOD BOOTH INSPECTION CHECKLIST		OPR ISOAMDS SGPM	DATE	
NO.	ITEM <small>(Assign a paragraph number to each item. Draw a horizontal line between each major paragraph.)</small>	Yes	No	N/A
	REQUEST DATE: _____ Date of the Event: _____ Name of the event : _____ *Comments* _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	POC & Organization holding event: _____ Location & Time: _____ Menu to be served: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Source of where ALL food items will be purchased: _____ Time of food prep (add location and date if different from above): _____ Methods of Preparation(how/where/when is the food going to be stored/defrosted/prepared/cooked/served): _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	List any & all personnel who will be working the booth during the event (LIST ALL) _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>*STATEMENT OF UNDERSTANDING*</b> By signing, I have complete understanding of this form and assume responsibility for this food booth. I will ensure that all requirements mentioned above are met and maintained. I also acknowledge that Public Health has the right to inspect ANY & ALL foods prepared by this organization. Further more, I understand that if the booth is not operating up to standards or without the knowledge of Public health, food services may be halted. I have completed foodhandlers training and will train ALL staff that will work in the booth.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	(Print Name & contact # ) _____ (Public Health Signature & Stamp)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	(Applicants signature) _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	(Continue this form on day of inspection)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Management &amp; Personnel</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Are all personnel working in food booth wearing clean clothing?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Personnel working in the food booth appear to be healthy and show no signs of being ill?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Are employees wearing minimum amount of jewelry?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Are employees eating, drinking or smoking in food booth areas?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Are head covers being worn by all food booth employees?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Is there a hand washing station accessible to all food handlers in booth?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Have all personnel received foodhandlers training?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Food</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Are there any home prepared potentially hazardous foods being served for consumption?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Are all foods being held at proper temperature( cold<-41F or Hot 135F>)?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Is ice used to chill cold foods not being served to customers for consumption?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Are gloves or clean serving utensils being used when serving food?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Is the food in good condition and free from spoilage or contamination?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Is "Type" of food being sold clearly indicated on license and from approved source?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Are food items protected from insects/rodents/leaks/drainage, etc?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Attachment 4****SAMPLE SOLICITATION LETTER**

TO: THE BUSINESS LEADERS OF THE LOCAL COMMUNITY

FROM: Organization Name

SUBJECT: Request for Donations

**A4.1.** Members of the Organization Name are hosting a golf tournament on 4 Apr 15 at 1300, at Gator Lakes Golf Course, Hurlburt Field. We are asking for your help in providing prizes for the tournament. Our organization is volunteering their off-duty time for this event that is completely unrelated to any official business of the United States Air Force or Hurlburt Field. This event is neither sponsored nor endorsed by the Air Force.

**A4.2.** The proceeds from this event will be going to the Generic Booster Club fund. The Generic Booster Club is a private organization or unofficial activity and uses its funds to contribute to morale and esprit de corps. The fund helps defray the cost of events like the Holiday party and family summer picnic, and individual member recognitions.

**A4.3.** Any donation you can provide will be greatly appreciated. Your donation and business will be verbally recognized at the golf tournament. If you have any questions, please contact John Smith at 555-1111 (day) or 555-2222 (night). Thank you for your support!

Signature Block of Tournament Director