

Do not attach anything over  
**10 megabytes or that includes pricing**  
to these e-mails.

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**PRIVATE ORGANIZATIONS FUNDRAISER EMAIL**

The (*Organization Name*) will be conducting a (*Fundraiser Name*) on (*Day of Week*), (*Numerical Date*) (*Month*) (*Year*), from (*Start Time*) to (*End Time*) at (*Location*).

Event Details Here (You may include what the event entails, but how much it costs to participate is NOT AUTHORIZED. Keep it informational in nature).

Please contact the event POC, (*First Name*) (*Last Name*), at (*Personal email*) or (*personal phone number*).

DISCLAIMER: 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 (AFI 34-223, paragraph 10.1.2.3)

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**UNOFFICAL ACTIVITY FUNDRAISER EMAIL**

The (*Organization Name*) will be conducting a (*Fundraiser Name*) on (*Day of Week*), (*Numerical Date*) (*Month*) (*Year*), from (*Start Time*) to (*End Time*) at (*Location*).

Event Details Here (You may include what the event entails, but how much it costs to participate is NOT AUTHORIZED. Keep it informational in nature).

Please contact the event POC, (*First Name*) (*Last Name*), at (*Personal email*) or (*personal phone number*).

DISCLAIMER: THIS IS A NON-FEDERAL ENTITY. IT IS NOT A PART OF THE DEPARTMENT OF DEFENSE OR ANY OF ITS COMPONENTS AND IT HAS NO GOVERNMENTAL STATUS (DoDI 1000.15 Enclosure 2 (1)(b)(3)).

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