



FORT LEE

CIVILIAN WELFARE FUND

Supporting Civilians Workers Who Sustain Our Military!



FUNDING REQUEST FORM

- Funding Requests must be submitted to the Fund Manager by the agency primary or alternate CWF member.
- Requests for CWF funds are authorized to provide financial aid for events in support of the civilian workforce.
- Funding amounts are determined based on agency civilian manpower numbers and funding availability.
- Submission of this form does not guarantee funding for the event.
- All fund requests will be processed at the end of the month and a request for funds sent to DFAS.
- The primary/alternate will be notified via email when funds are received and ready for pick up.

Note: AR215-7 states CWF funds cannot be used for the purpose of awards, providing cash/gift cards to individuals or for door prize drawings. **RECEIPTS WILL BE REQUIRED FOLLOWING YOUR EVENT. No additional funds will be provided until receipts are submitted.**

March - Submit to receive funds in support of a summer event supporting civilians.

September - Submit to receive funds in support of a winter event supporting civilians.

December - Submit to receive funds in support of a February/March Lunch in the Office event.

Primary/Alternate Name: _____ Date: _____

Email Address: _____

Phone: _____ Organization: _____ Event Date: _____

Event/Activity: _____

Specific use for funds: _____

REQUIRED: As of today, number of **employed** civilians currently listed on your agency's TDA: _____

I am requesting Civilian Welfare Funds for the purpose of supporting the civilian workforce through authorized programs and activities as noted in AR215-7.

(Print Director/Commander's Name)

(Director/Commander's Signature)

Primary/Alternate: SIGN WHEN PICKING UP FUNDS -

- I will submit receipts for the full amount or return any funds not covered by receipts.
- I am taking possession of the fund amount noted above and I understand that I will be responsible for these funds until all required receipts are submitted to the Fund Manager no later than one week from the event date noted above, releasing me from this obligation.

(Date)

(Primary's Signature)