



THE CITADEL

THE MILITARY COLLEGE OF SOUTH CAROLINA

Department of Cadet Activities, 171 Moultrie Street, MSC Box 130, Charleston, SC 29409-0130
phone 843-953-5111 FAX 843-953-6701 www.citadel.edu/cadetactivities

Thru: Cadet Colonel Corey Moyer, 2010-2011 Regimental Commander

Thru: Lieutenant Colonel Robert Sberna, Director of Cadet Activities

Thru: SFC Kenneth Greene, Cadet Operations

To: Colonel Leo Mercado, Commandant

From: _____
(Name, company, title, phone #, e-mail)

Re: Memorandum No. 4-1 - dated 30 July 2009 – to be changed

Subject: Request to raise funds for club use

_____ (name of group), requests permission to raise funds by means of _____ (sale of specific products, movie night, etc). The cost of said product/activity is \$_____ per _____. The products will be sold on the following dates _____ at _____ (time) in/at _____ (place).

I will serve as the contact person and will be held responsible for money collection and deposit. I understand that there will be no coercion of any cadet to contribute to this endeavor. I also understand that funds will not be raised in the form of a raffle.

Signature

Date

MCH - JH – Stadium – MFH _____
Facilities Manager

For food/drinks from ARAMARK _____
Catering Department

Deadline for turn in _____