



Statement acknowledging reporting and fund-raising requirements.

Statement acknowledging that the NFE may only operate with GC's approval; that the GC is under no obligation to approve the request; and, that the GC may revoke approval to operate at any time.

**Required Information**

Written request for permission to operate, signed and dated.

A current listing of locally elected officers to include their name, email, address, and telephone numbers (U.S. Military Member's and DoD Civilian Employee's official email, phone numbers and duty addresses may not be used.)

A copy of appropriate tax-exempt status.

Proof of adequate insurance as protection against public liability claims, property damage claims or other legal actions arising from NFE activity. Policy #: \_\_\_\_\_, Name: \_\_\_\_\_, Expiration Date: \_\_\_\_\_.

Employer Identification Number (EIN) for banking privileges. EIN: \_\_\_\_\_

Proof of fidelity bonding for members for NFE employees handling monthly cash flow exceeding \$500, equal to the normal maximum amount of cash handled.

Temporary space request, if applicable (Enclosure 5) that includes agreement to reimburse the Army for utility expenses, unless deemed incidental (i.e., would cost more to bill and collect than it costs to provide the utility).