



WARRIOR & FAMILY SUPPORT

EVENT SUPPORT ITEM CHECK-OUT REQUEST



Unit:

Unit POC:

Phone Number:

Event:

Date of Event:

Short description of event (e.g. who is attending, numbers, location, purpose):

Date Pick Up:

Time Pick Up:

Person picking up & signing for items:

Cell Number:

Date of return:

Time of return:

Name of person returning items:

Cell Number:

Items requested*:

*some items, such as popcorn and cotton candy maker, may require purchasing supplies out of your unit funds; WFS Office cannot provide food supplies for your events.

Would you like to request toys for your event (used as door prizes, holiday gifts, etc.)?

Number of kids by age ranges:

Girls

Boys

total number of toys requested:

0-3:

0-3:

4-6:

4-6:

OR

7-11:

7-11:

12-16:

12-16:

I acknowledge I am authorized to request these items on behalf of my unit and that I accept responsibility for care as well as damage that may occur. It is my responsibility to make sure these items are returned clean, in working order, and on time.

Name

Signature

Date:

Submit to your unit FRSA or the Warrior & Family Support Office contacts below:

SFC Ronnie Larmeu

ronnie.j.larmeu.mil@mail.mil

402-309-7344

2LT Christina Lemburg

christina.i.lemburg.mil@mail.mil

402-309-7332