



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 the Warrior & Family Support Office contacts below:

Jonathan Musilek	jonathan.j.musilek.mil@mail.mil	402-309-7432
Joshua Hruby	joshua.l.hruby.mil@mail.mil	402-309-7332