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# COMMUNITY RELATIONS REQUEST FORM

Thank you for your interest in inviting an Army official to participate in your event.

Under the Standards of Ethical Conduct for Executive Branch Employees, the Joint Ethics Regulation, and Army policy, personnel assigned to the Department of Defense may participate in events sponsored by non-federal entities under certain criteria.

The information requested in this form will assist us in determining whether this invitation to attend or participate in your event may be supported. Nothing in this form should be interpreted as a request for payment, gifts, or monetary benefits.

Please submit your completed request form to the U.S. Army Central Public Affairs office at: [usarmy.shaw.usarcent.list.pao-community-relations@mail.mil](mailto:usarmy.shaw.usarcent.list.pao-community-relations@mail.mil)

1. Please describe the organization hosting the event:

ORGANIZATION NAME:

ORGANIZATION TYPE:

ORGANIZATION DESCRIPTION:

DOES YOUR ORGANIZATION HAVE AN AGREEMENT WITH OR A CLAIM BEFORE THE ARMY OR DEPARTMENT OF DEFENSE? IF SO, PLEASE EXPLAIN:

2. Please describe the event:

EVENT TITLE:

EVENT SPONSOR(S) :

EVENT DATE:

EVENT TIME:

EVENT LOCATION:

PURPOSE OF EVENT:

IS THIS EVENT A FUNDRAISER?

IF YES, FOR WHICH ORGANIZATION?

**NO** EVENT IS NOT A FUNDRAISER

**YES** EVENT IS A FUNDRAISER

3. Please describe the Army official's participation in the event:

PLEASE DESCRIBE WHAT THE INVITED ARMY OFFICIAL WILL DO OR PARTICIPATE IN DURING THIS EVENT:

IS ANY PERSON OR ENTITY PAYING FOR THE ARMY OFFICIAL TO SPEAK OR PARTICIPATE IN THIS EVENT?  
*If yes, indicate who.*

ARE REGISTRATION / ENTRANCE FEES WAIVED FOR THE INVITED ARMY OFFICIAL?  
*If yes, indicate whether fees will also be waived for the official's aides / support staff.*

IS ANY PERSON / ENTITY PAYING FOR ADDITIONAL TRAVEL EXPENSES FOR THE INVITED ARMY OFFICIAL?  
*Identify the cost or value of any travel-related benefits (transportation, meals, lodging, parking, etc.) being offered to the invited Army official.*

WILL THE INVITED ARMY OFFICIAL BE GIVEN A PRESENTATION GIFT FOR PARTICIPATING IN THIS EVENT?  
*If yes, describe the item and provide its cost or value.*

4. Please describe the attendees/audience of the event:

NUMBER OF EXPECTED ATTENDEES:

MAKEUP OF ATTENDEES:  
*For example: Private industry, Members of Congress, Community leaders, Academia, Federal Officials (list agencies), etc.*

IS ATTENDANCE LIMITED TO MEMBERS OF A PARTICULAR ORGANIZATION? IF YES, WHICH ORGANIZATION?

**NO** ATTENDANCE IS NOT LIMITED

**YES** ATTENDANCE IS LIMITED

WHAT (IF ANY) FEES WILL ATTENDEES BE CHARGED FOR THE EVENT:  
*Include all registration costs, entrance fees, early bird/late registration fees, etc. Explain specifically what is included in the registration or attendance fee (training, meals, lodging, entertainment, etc.)*

IF NO INDIVIDUAL FEES, ARE GROUP REGISTRATIONS OR SPONSORSHIPS SOLD?  
*If yes, indicate the value of the group tickets / sponsorships.*

5. Please describe the anticipated speakers, panel members, and distinguished guests:

TOTAL NUMBER OF ANTICIPATED SPEAKERS / PANEL MEMBERS / DISTINGUISHED GUESTS:

NUMBER AND NAMES OF GUESTS **EMPLOYED BY THE ARMY** WHO HAVE BEEN INVITED TO PARTICIPATE:

NUMBER AND NAMES OF GUESTS **EMPLOYED BY THE DEPT. OF DEFENSE** WHO HAVE BEEN INVITED TO PARTICIPATE:

6. Point of contact for this request:

NAME:

POSITION / TITLE:

EMAIL ADDRESS:

PHONE:

Submit completed request forms to:  
**usarmy.shaw.usarcent.list.pao-community-relations@mail.mil**