

SECTION I. (To be completed by individual making request)				
To: 628th Force Support Squadron 102 N. Davis Drive, Suite 207 Charleston AFB, SC 29404	From: (Organization)	Project Officer:	Phone #:	
	Date of Request:	Amount Requested:	Date of Event:	
SECTION II. (Information to support request)				
Specific use of FSS Bucks: Food: <input type="checkbox"/> Rentals - Specific <input type="checkbox"/> Picnic/Rental Space: <input type="checkbox"/> Pool: <input type="checkbox"/> Golf: <input type="checkbox"/> Bowling: <input type="checkbox"/> Other: <input type="checkbox"/>				
Type of Function/Event:		Specific Details:	Specific AB/WS FSS Facility of use:	
# of Officers:	# of Enlisted:	# of DoD Civilians:		
SECTION III. (Additional Information)				
			Yes	No
Is this event open to all personnel in the unit/squadron that is hosting the function?			<input type="checkbox"/>	<input type="checkbox"/>
Is this event an official function?			<input type="checkbox"/>	<input type="checkbox"/>
Commander's Name Printed:		Commander's Signature:	Date:	
SECTION IV. (To be completed by FSS/RM) 628 FSS, Bldg 322, 102 N Davis Drive, Suite 207				
Control No.				
			Yes	No
Unit/Squadron event/function is authorized for FSS Morale Buck Funding			<input type="checkbox"/>	<input type="checkbox"/>
Unit/Squadron has available FSS Morale Bucks for the current fiscal year			<input type="checkbox"/>	<input type="checkbox"/>
FSS Morale Buck Amount Approved: <div style="text-align: right;">\$</div>		Squadron/Unit Remaining Balance: <div style="text-align: right;">\$</div>		
Reason (if not approved for FSS Morale Bucks funding):				
Additional Comments:				
Name and Title of FSS Reviewer:		Signature:	Date:	
FSS MORALE BUCKS-QUICK TIPS				
<p>**Any additional FSS Bucks MUST be approved before the event** **A copy of the contract for use at the AB/WS Club must be provided with the request**</p> <ul style="list-style-type: none"> • Cannot be used for official functions or individual recognition purposes • Cannot be used for resale merchandise • Cannot be used to purchase alcohol • Cannot be used directly or indirectly in conjunction with any fundraisers • Cannot be used for deposits • Events must be open to the entire squadron/unit hosting the event • Can be used at the following locations: - If using multiple facilities please submit a request form for each <ul style="list-style-type: none"> ○ JB Charleston AB: Charleston Club, Wrenwoods Golf Course, Starlifter Lanes and Outdoor Recreation (to include the pool in season). ○ JB Charleston WS: RedBank Club, RedBank Plantation Golf Course, Marrington Bowling Center, Short Stay, Outdoor Adventure (to include the pool in season). ○ Please coordinate in advance with the activity at least two weeks prior to the event 				

Email 628FSS.Morale.Bucks@us.af.mil with any questions.
This form should be submitted at least two weeks prior to your event.