

# Civilian Welfare Fund (CWF) Request Form

The Civilian Welfare Council (CWC) manages the Civilian Welfare Fund (CWF). The CWC meets quarterly to review In-Cycle requests for funding. In-Cycle approved requests are accepted up to 7 days prior to the quarterly meetings. Requests submitted Out-of-Cycle will be voted on by the council by phone or e-mail (process for Out-of-Cycle can take up to 21 days). For questions regarding In-Cycle and Out-of-Cycle time frames, visit [www.dsccmwr.com](http://www.dsccmwr.com). For all other questions, please call (614) 692-1420.

**Please complete each section below and submit through proper approval chain.**

**In-Cycle:** Unlimited dollar (\$) amounts can be requested up to 7 days prior to quarterly council meetings.

**Out-of-Cycle:** Requested/processed outside of quarterly council meetings. Requires 21 days to process.

**Fiscal Year Request:** Request for funding for activity or event for the next Fiscal Year.

**Request Submission Date:**

CONTACT INFORMATION	ACTIVITY/EVENT INFORMATION
Name:	Event Date:
Phone #:	Event Name:
Email:	Estimated # of Attendees:
Directorate:	Amount (\$) Requested:
Event Purpose/Mission & Description:	

I certify that this activity will be operated in accordance with procedures governing Civilian Welfare Fund sponsored activities. This event will be publicly announced and will be open and accessible to all interested DSCC employees. Request for reimbursement or payment should be submitted within 14 days of the event. Requests received more than 30 days after the event will not be reimbursed. Sales tax and alcohol are not reimbursable. Do not obligate funds until notification of approval has been received. Submission of this form does not guarantee funding for the event. Funds must be used for the event/activity unless otherwise approved by the Civilian Welfare Council. DOD contractors are not authorized for reimbursement per AR 215-7. NOTE: AR 215-7 Section 5-5d(2)(d) prohibits "awarding, giving or drawing for door prizes at CWF events." CWF funds cannot be used for this purpose.

Signature:

Date:

**Approval Process:** All blocks must be signed & approved before CWF Reviewer submits to the Civilian Welfare Council for review.

[DLA Land & Maritime Legal](#)  
(614) 692-3284

Decision:    Approved    Disapproved

[DSCC-MWR Sponsorship](#)  
(614) 692-8798

Decision:    Approved    Disapproved

[CWF Reviewer](#)  
(614) 692-9320

Decision:    Approved    Disapproved

CWC Vote Date:

Decision:    Approved    Disapproved

Date Invoice Paid:	Signature:
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