

# 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. Requests are accepted January 1 – April 1 for next fiscal year. Requests are voted on by the council annually at the April meeting. Questions? Visit [www.dsccmwr.com](http://www.dsccmwr.com) or call (614) 692-1420.

**Requests Accepted: January 1 – April 1 for the upcoming fiscal year.**  
**Requests Voted On: Mid-April during April Quarterly CWC Meeting.**

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

\*Please attach an itemized budget for your request (click paperclip to add PDF attachment). Attach any other relevant information to support your request (flyers, etc). Per DLA Installation Management Columbus policy, all on-site catering must be procured through the Blg 20 Cafeteria contractor. Please attach a copy of their estimate for your catering if that is part of your request.

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:** Requester is responsible for obtaining legal approval, then routing to CWF Reviewer.

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

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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