



Coast Guard Training Center Cape May

*The Birthplace of America's Enlisted
Coast Guard Men and Women*

Prospective Coast Guard Support Sponsor:

Dear Sir or Madam:

In order to submit your request for Coast Guard support, please complete the enclosed request and return this along with a formal letter requesting our participation in your event. Please note if you do not fill in all sections of the Request form (indicating N/A, if relevant), this will delay consideration of your request, as the below information is required for consideration.

Completed document may be emailed to: timothy.p.tamargo@uscg.mil, or mail to:

Commanding Officer
Coast Guard Training Center
1 Munro Avenue
Cape May, New Jersey 08204
Attn: Public Affairs Officer

Once received, we will consider your request taking the following items into account:

- A) The recruit training schedule,
- B) The ability of the Coast Guard personnel to meet your requirements,
- C) Your event is consistent with the Coast Guard External Affairs Manual, and
- D) Legal analysis of potential ethical issues.

The request should be submitted at a minimum of 30 days in advance to allow for the above review. If sufficient lead time is not provided, even for repeat or annual events, please recognize we may not be able to accommodate your request.

If you have any questions regarding your performance request, call the Public Affairs Office at (609) 898-6362.

Please note that many off-base functions are performed by recruit volunteers who are going through an eight-week course of training at the Training Center. Pursuant to Coast Guard Policy, you will be required to arrange and provide transportation to and from all places requiring travel. Likewise, you will also be required to provide all meals should the event timing prohibit recruits from eating at the Training Center Galley.

Sincerely,

/s/

CWO Timothy Tamargo
U. S. Coast Guard
Public Affairs Officer

Enclosure: Request for Coast Guard Participation



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Request for Coast Guard Participation

- 1) Date of Event:
- 2) Location:
- 3) Event Start Time: _____ 4) Proposed Arrival Time: _____
- 5) Event End Time: _____ 6) Proposed Departure Time: _____
- 7) Description of Event

(a) If available, provide the website for the event:

(b) Please provide a copy of the event's agenda, invitation, flyers or advertisements including all email correspondence regarding the event.

(c) Is the event open to the public?

(d) Is the event free of charge*?

(e) What is the cost of an individual ticket to the event:

*(*If there is no charge, what is the aggregate fair market value expended for each attendee, i.e. the cost for local services, food and drinks?)*

(f) Is this a fundraising event (i.e., is any portion of the admission price tax deductible)?

- i. Portion of admission suggested as tax deductible: \$
- ii. Please provide all of the details about fundraising efforts (*i.e., how are the funds being raised, what are the seating arrangements, when will the fundraiser occur, and the timing of any intended solicitation for funds with respect to when you are seeking Coast Guard involvement, etc.*)



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8) Unit(s) Requested:

- Speaker (Commanding Officer or specify)
- USCG Asset (Small boat, Vehicle, Helicopter, etc)
- Recruit Company. *Please describe:*

9) If there is seating or a program, please describe with whom the members will be seated, with whom they will be standing or presented, and any intended introduction.

10) Who are the participants/Attendees?

11) Approximate Number of Attendees

- Federal Government: *Please describe:*
- State/Local Government: *Please describe*
- DoD/DHS: *Please describe*
- Other (*describe*):

12) Sponsor / organization:

13) Co-sponsor(s)/organizations:

14) Is the Sponsor or Co-Sponsor a non-profit organization?

- (a) Indicate if the host/sponsor is a registered lobbying organization; media; a non-profit 501(c)(3) entity; or a 501(c)(6) entity:
- (b) Website link for the organization:

15) What does the organization do?

- (a) Is the organization regulated by the Coast Guard?



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(b) Does the sponsor/organization, or any of the Board Members, have any business interaction with the Coast Guard other than this event?

i. If yes, explain here:

(c) Are you social club or membership organization formed around a common bond, ideology, or personal background?

i. If yes, explain here, noting limits on membership or membership process:

16) Identify other gifts being offered in addition to free attendance (i.e., free parking, memento, transportation, etc.) and identify the estimated cost of these other gifts.

17) Do you seek a *particular* Coast Guard member's role in the event?

(a) If yes, please explain if there is a significance or connection between that member and the organization/members?

18) Sponsor's Contact Information: (*name, phone number, email*)

(a) _____ (c) _____
(b) _____

19) Transportation to event:

(a) Mode of transportation:
(b) Transportation company:
(c) Point of contact name & phone #:
(d) Value of transportation (\$):



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20) Meals:

- (a) Meal(s) to be provided:
- (b) Location of Meal(s):
- (c) Point of contact name & phone #:
- (d) Value of meal(s) (\$):

21) Lodging:

- (a) Location / type of lodging:
- (b) Storage area location:
- (c) Point of contact name & phone #:
- (d) Value of lodging (\$) *(note if per person or total)*:

22) Miscellaneous:

- (a) Notes:



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