

CFAY Friendship Day 2025 Vendor Request Checklist



Event Date: 5 October 2025. No Rain Date.

Thank you for your interest with participating in this event! To help ensure your organization is cleared for fundraising, please follow the checklist below.

Only those in good standing will be allowed to apply.

Event fundraising application package deadline is **Friday, 12 Sep, at 1600.**

Completed packages must be turned in to CFAY Legal.

*** NO extensions or late submissions will be granted***

Step 1 – CFAY LEGAL

Is your private organization approved to operate onboard CFAY and currently in good standing?

- YES = Please go to Step 2
- NO, we are not approved to operate = Please fill out a **Private Organization Recognition Package, to establish a NEW Non-Funded Entity (NFE)**. Please visit <https://cnrj.cnic.navy.mil/Installations/CFA-Yokosuka/Operations-and-Management/Legal/> and fill out the package to submit to CFAY Legal.
Note: Contact Legal office for next Private Org Treasurer training information. Pictures of product/sales are required as a part of package submission. These completed packages are due to CFAY Legal well in advance, as your organization must be approved to operate before the **Fundraising Request Form & supporting documents can be submitted.**
(For questions, please contact CFAY Legal, DSN 243-7335, CFAYLegal@us.navy.mil)
**** PROCESS MAY CONTINUE WHILE RECOGNITION IS BEING REVIEWED.**

Step 2 – CFAY LEGAL

- Fill out **Fundraising Request Form (Version G – 2023)**. Please visit <https://cnrj.cnic.navy.mil/Installations/CFA-Yokosuka/Operations-and-Management/Legal/> or www.NavyMWRYokosuka.com to download the request form.
(For questions, please contact CFAY Legal, DSN 243-7335, CFAYLegal@us.navy.mil)

Step 3 – PREVENTATIVE MEDICINE / ARMY VET

Will your organization be handling or preparing food?

- YES = Complete **Temporary Food Establishment Form** (DD Form 2970) and obtain signature from Army Vet & Prev Med
*Alternate sources of food options (e.g. other than NEX & Commissary) must be added to this form.

The Temporary Food Establishment Form can be found on the CFAY Legal Webpage:
<https://cnrj.cnic.navy.mil/Installations/CFA-Yokosuka/Operations-and-Management/Legal/> and www.NavyMWRYokosuka.com
- NO = Proceed to Step 5 or 6
(For questions, please contact Preventive Medicine, DSN 243-2649, dha.nmrtyc_prevmed@health.mil)

Step 4 – PREVENTIVE MEDICINE

Have ALL members who are preparing and/or handling food attended food handling training through USNH Yokosuka and can provide **Food Handler Certificates**?

- YES = Please check that each certificate does not expire prior to event date. If you have a valid certification that is not expired prior to event date, you may submit valid certificates in your package to Legal in lieu of attending class.
- NO = Please attend one of the below classes. No sign up is required:
 - Wednesday, August 20th, 1300, MWR Building 1559, Room 224
 - Wednesday, August 27th, 1300, MWR Building 1559, Room 224
 - Wednesday, September 3rd, 1300, MWR Building 1559, Room 224
 - Wednesday, September 10th, 1300, MWR Building 1559, Room 216
- Location:
 - MWR Building 1559, Room 224 or 216 (Above Starbucks)
(For questions, please contact Preventive Medicine, DSN 243-2649, dha.nmrtyc_prevmed@health.mil)

Step 5 – FIRE DEPARTMENT

Will your organization be cooking using any kind of open flame (e.g. grill or butane) on site at this event?

- YES = Please fill out a **Hot Work Permit**. Please use copy obtained at vendor meeting or visit NavyMWRYokosuka.com to download a copy. Fill out 2 permit sheets (4 total permits). Submit one sheet (unsigned) with Legal Packet and keep one for Fire Dept. review and signature on the day of event.
- NO = Please go to Step 6.

Last Update: Wednesday, 16 July 2025

(For questions, please contact Fire Prevention office, DSN 243-5170, or email CNFJ-CNRJ-Fire-Prevention-YOKO@us.navy.mil)

Step 6 – CFAY LEGAL

Provide the following to CFAY Legal for processing and approval:

- Organization affirmation letter (CFAY LEGAL)
- Completed Fundraising Request form (CFAY LEGAL)
- Signed Temporary Food Establishment Form (if applicable) (PREVENTIVE MED./ ARMY VET)
- Food handler certificates (if applicable) (PREVENTIVE MED.)
- Pre-filled, unsinged, Hot Work Permit (if applicable) (FIRE)

ONCE APPROVED:

Step 7 - COMMISSARY

All food orders must be placed with the Commissary a minimum of **8 weeks** prior to event date for guaranteed delivery. Bread must be paid for at the time the order is placed. **Items may not be returned after purchase.** Order form may be obtained from Vendor Meetings, requesting at the Commissary, or by visiting www.NavyMWRYokosuka.com.

Step 8 - MWR

There is a mandatory **\$350** registration fee to participate.

Once approved and confirmed by CFAY Legal, registration fees can be paid at the **MWR Tickets & Travel Office**. This is located on the first floor of Building 1559 (near Starbucks).

*****Registration opens **Thursday, 14 AUG @ 1000**

*****Registration closes, **Tuesday, 23 SEP @ 1600**

(Fee covers participation, electricity, 1 10x10 tent, 1 8 foot table, and 2 chairs. For additional equipment requests submit by 23 Sep to the Special Events office, MWR_Yokosuka_Special_Events@us.navy.mil, or while paying at Tickets & Travel)

Information Briefs – To learn more about the process and ask questions attend one of the following sessions:

- **Thursday, 31 JUL, 1300, BLDG 1559, RM 224**
- **Friday, 1 AUG, 1300, BLDG 1559, RM 224**
- **Friday, 8 AUG, 1300, BLDG 1559, RM 224**

Step 9 – **Mandatory** Participation Brief

Only one brief needs to be attended by one representative from each NFE:

THURSDAY, 25 SEP, 13:00, BLDG 1559, RM 224

OR

FRIDAY, 26 SEP, 09:00, BLDG 1559, RM 224

***Please Note*:** Any persons submitting this request must be part of the private organization's board member list and/or accompanied by a board member and is certifying the accuracy of the documents within. Missing items from your fundraising request can potentially delay processing and result in disapproval.

Any questions? Please contact:

CFAY Legal, DSN 243-7335

CFAYLegal@us.navy.mil

MWR Special Events, DSN 241-5060

MWR_Yokosuka_Special_Events@us.navy.mil

Preventive Medicine, USNH Yokosuka, DSN 243-2649

dha.nmrtyc_prevmed@health.mil

Fire Prevention Office, DSN 243-5170

CNFJ-CNRJ-Fire-Prevention-YOKO@us.navy.mil

Army Vet

usn.yokosuka.navhospyokosukaja.list.armyvetfoodinspection@health.mil

Mr. Richard Conrad, Commissary

Richard.Conrad@deca.mil



Last Update: Wednesday, 16 July 2025