

## Write a Memorandum Thru

1. Students must write a Memorandum Thru to the Commander requesting funds for the upcoming event described below.
2. Event details:
  - a. Event Name: Faculty Lunch-In (200 Faculty Members)
  - b. Requesting Amount: \$1500.00
  - c. School Name: Lincoln High School
  - d. NCOIC Information: MSG Donald Duck, Team A NCOIC, Recruiting and Retention, 249 Any Street, Jacksonville, AR 72076.
  - e. Commander's Information: LTC John Smith, IN, Recruiting and Retention Commander, 123 Any Street, North Little Rock, AR 72115.
  - f. The signature block will contain your information.