

LETTER OF REQUEST FOR VCASNY SERVICE

The following form shall be used by organizations to request services by the Veteran Corps of Artillery of the State of New York.

To: VCASNY (missions@vcasny.org)

We are the _____. We request the services of the Veteran Corps of Artillery of the State of New York in connection with the following event:

Name and purpose of event: _____

Date of event: _____ (Submit form at least fourteen (14) days prior to event)

Start time of event: _____ **End time of event:** _____

Reporting Address: _____

City State Zip: _____

Expected attendance: _____

Other military units in attendance: _____

Sponsoring Organization: _____

Does the event have backing of local government? **YES** **NO**

Have you applied for and received appropriate permits? **YES** **NO**

Civilian Point of Contact:

Name: _____

Phone number: _____

Email: _____

Please check which VCA units are requested:

Color Guard: \$500.00 Field Music: \$250.00 Firing Battery: \$1,100.00

Approximate number of rounds: _____ @ \$35 per round

Total cost: \$ _____.

We understand that the fees for services of the Veteran Corps of Artillery of the State of New York are independent of one another. Other fees may apply; visit <http://www.vcasny.org/mission-request/> for details.

Fees may be waived for certain requests from VSO's and other military/veterans related events/organizations.

We request a fee waiver. Reason: _____

Should the VCA approve this request, payment shall be made via credit card or Paypal at <http://www.vcasny.org/mission-request/> no later than two business days after request approval.

If electronic payment option is not available, remit the required fee by check or money order payable to "VCASNY" to an address provided by the VCASNY.

- Uniform of the Day will be determined by the VCASNY Officer in Charge of the detail
- Requesting organizations are responsible for securing all required permits (e.g. FDNY, NYPD, etc.) No refund will be issued for permits not in order. Cost of permits is the responsibility of requesting organization.
- All payments are charitable tax donations