



## REQUEST TO ESTABLISH AN EDUCATION/ENDOWMENT ACCOUNT

1. We request the establishment of an Education/Endowment Account entitled:

\_\_\_\_\_

2. The purpose of this Education/Endowment Account is as follows (include any restrictions or qualifiers):

\_\_\_\_\_

3. Authorized Approvers (*provide complete mailing address for a minimum of two individuals*):

**Project Manager (Primary)**

**Task Manager (Secondary)**

**Rank & Name:** \_\_\_\_\_

**Address 1:** \_\_\_\_\_

**Address 2:** \_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Fax:** \_\_\_\_\_

**Email:** \_\_\_\_\_

4. All account activities shall abide by HJF policy and with all applicable standards of conduct requirements.

5. Signatures:

Project Manager: \_\_\_\_\_ Date: \_\_\_\_\_

\*Commander: \_\_\_\_\_ Date: \_\_\_\_\_

Director, Education and Meetings, HJF: \_\_\_\_\_ Date: \_\_\_\_\_

\*Not applicable for accounts benefiting USU.

Please return completed form to the Office of Education and Meetings, Fax: (240) 694-3121.

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