MEMORANDUM FOR RECORD

TO: 86 FSS/FSRLPO

FROM: NAME OF UNOFFICAL ACTIVITY (UA) / ORGANIZATION

SUBJECT: Request for Unofficial Activity Status

1. NAME OF UA desires status as an unofficial activity authorized to exist and operate as a self-sustaining special interest group on Ramstein Air Base, Vogelweh Air Base, and Kapaun Air Station. We will abide by the rules set forth by AFI 34-223, *Private Organizations Program*. The purpose and objective of our unofficial activity is ACTIVITIES OR PURPOSE.
2. Our organization does not maintain assets in excess of a $1,000 monthly average for any three consecutive months. If we are to exceed this amount, we will take immediate action to reduce our available assets or will apply for private organization (PO) status with 86 FSS in accordance with AFI 34-223.
3. To maintain proper controls the organization will implement a two-person accountability system for all asset transactions and will submit a basic financial report to our unit commander (or equivalent) at a minimum of once per calendar year.
4. If we schedule a special event or fundraising activity our organization will obtain the 86th Force Support Squadron Commander’s written approval through 86 FSS/FSR. Our organization is involved with activities of extremely low liability exposure; however, should any events produced by this organization be deemed high-risk by 86 AW/JA, we will secure an appropriate liability insurance.
5. If you have any questions, please contact the NAME OF PO PRESIDENT’S NAME at EMAIL or PHONE NUMBER.

 NAME, President,

 NAME OF PO

This memorandum is valid for 1 year from the date of the below-signed.

 Private Organization Admin

 86th Force Support Squadron