

(Date first signature occurs)

MEMORANDUM FOR 65 MSG/CC
65 FSS/CL
65 ABW/JA
65 FSS/FSR

FROM: (YOUR ORGANIZATION NAME)

SUBJECT: Request to Establish a Private Organization

1. I, (President Name) representing (Name of Organization), request authority to establish a private organization on Lajes Field. I certify that I have read, understand and will comply with AFI 34-223, *Private Organizations (PO) Program*. Attached are the initial documents required by AFI:

- a) Proof of Insurance or Insurance Waivers.
- b) Letter of Understanding.
- c) Letter of Appointed Officers to the organization and point of contact.
- d) Tax exempt approval from the IRS (if applicable).
- e) Request to Establish a Private Organization.

2. I understand that I am obligated to present the following documents to the Force Support Squadron Resource Management Flight (FSS/FSR) NLT 30 days from the date the organization is established:

- a) Constitutions and By-Laws of the organization.
- b) Financial statements/review or audit report.
- c) Minutes of meetings of organization.

3. (State the purpose of your organization). No part of net earnings shall inure to benefit of person or private interest in the activities of the organization.

4. I will notify the Force Support Squadron Resource Management Flight (FSS/FSR) when there is a change of officers or if membership votes to discontinue the organization.

5. For further information, contact (POC's Name) at (Phone #) or email (e-mail address)

(PRESIDENT'S SIGNATURE BLOCK)
President, (Name of Organization)

1st Ind, (Name of Organization), Date first signature occurs, Request to Establish a Private Organization

FSS/CL

MEMORANDUM FOR 65 ABW/JA

Approved/Disapproved

JEFFERY D. ADAMS, YC-03, DAF
Director, 65th Force Support Squadron

2d Ind, 65 ABW/JA

MEMORANDUM FOR 65 MSG/CC

Recommend Approval/Disapproval

JAMES B. EVES, Capt, USAF
Deputy Staff Judge Advocate

3d Ind, 65 MSG/CC

MEMORANDUM FOR 65 FSS/FSR

Approved/ Disapproved

ARCHIBALD E. BRUNS, Col, USAF
Commander, 65th Mission Support Group