

MEMORANDUM FOR 100 FSS/CC

FROM: _____

SUBJECT: UNOFFICIAL ACTIVITY ACKNOWLEDGMENT LETTER

1. I, _____, representing _____

certify that I have read, understand, and will comply with AFI 34-223 and AFI 36-3101. The purpose of our organization is to:

2. I understand that if my organization's current cash assets (cash, inventory, investments, etc.) remain at a monthly average of \$1,000 or less, it is not required to be formally established as a Private Organization. If our current assets exceed a monthly average of \$1,000 over a 3-month period, I will immediately notify the 100th Force Support Squadron. Current assets of my activity are \$ _____.

3. Normally our organization is involved with activities of extremely low liability exposure. If we schedule a special event, fundraiser, or resale activity, our organization will obtain the 100th ARW Wing Commander's approval on a written request through the 100th Force Support Squadron Commander and secure any appropriate liability insurance required by 100 ARW/JA.

4. If at any time the club officers' change of membership votes to discontinue our organization, I will immediately notify the 100th Force Support Squadron Commander.

President:

NAME: _____ SIGNATURE: _____

2 Person Accountability for Cash Transactions:

NAME: _____ SIGNATURE: _____

NAME: _____ SIGNATURE: _____

RAF MILDENHALL PRIVATE ORGANIZATION COORDINATOR:

NAME: ASHLEY SMITH SIGNATURE: _____