DATE

MEMORANDUM FOR 355 FSS/FSR

FROM: Name of PO in ALL CAPS

SUBJECT: Request to Establish Private Organization

1. The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_formally requests to become an officially recognized Private Organization on Davis Monthan AFB. This organization will operate within the guidelines of AFI 34-223 and the Private Organization Guide.

2. Any questions regarding this request may be directed to me at 520-XXX-XXXX (Personal phone number).

 PRINT NAME AND WET SIGNATURE

 President

 Booster Club Name

1st Ind, 355 MSG/CC,

MEMORANDUM FOR 355 FSS/FSR

Approve/Disapprove

 355MSG Commander’s NAME, Rank, USAF

 Commander, 355thMission Support Group