(PRIVATE ORGANIZATION/UNOFFICIAL ACTIVITY LETTERHEAD OR BOND PAPER)

MEMORANDUM FOR 28 FSS/CC

FROM: (Name of Your Private Organization/Unofficial Activity)

SUBJECT: Request for Fundraiser

1. The (Name of Your Private Organization/Unofficial Activity) requests permission to conduct a fundraiser based on the following information in accordance with AFI 34-223, *Private Organizations (PO) Program*, paragraph 10.10.

a. What are you doing to raise funds?

b. When will the fundraiser be held?

c. Where will the fundraiser be held?

d. Why is the fundraiser being conducted (specifically, how are funds to be used?)

e. Dates of your two most recent fundraisers:

f. Food items will/will not be sold. If food items will be sold, a Public Health memorandum is attached.

g. Permission to use a facility on base is/is not required. If permission to use a facility on base is required, facility custodian approval is attached.

h. (Name of Your Private Organization/Unofficial Activity) does/does not have liability insurance. If no liability insurance policy exists, an insurance waiver is attached.

2. Any questions may be directed to me at (President’s Contact Information).

ADD SIGNATURE BLOCK

NAME, Rank, USAF

President (or as applicable)

1st Ind, 28 FSS/CC

MEMORANDUM FOR (NAME OF YOUR PRIVATE ORGANIZATION/UNOFFICIAL ACTIVITY)

Approved.

ADD SIGNATURE BLOCK

DEBRA K. MALONEY RAMOS, Lt. Col, USAF

Commander, 28th Force Support Squadron