

Date

MEMORANDUM FOR 92 FSS/FSR

FROM: Name of Your PO

SUBJECT: Private Organization POC List

Below is the list of our officers for our PO, name of your PO. This list is current until date, then elections will take place.

|                  | First/Last Name | E-mail Address | Phone Number |
|------------------|-----------------|----------------|--------------|
| President        |                 |                |              |
| Vice President   |                 |                |              |
| Secretary        |                 |                |              |
| Treasurer        |                 |                |              |
| Other (optional) |                 |                |              |

If you have any questions, please contact POC at phone number.

*signature* (Wet or Digital Accepted)  
SIGNATURE OF PO OFFICER  
POSITION OF PO OFFICER (no rank)

\*Also, make sure you erase this note & ALL highlighted areas before creating a PDF, thank you.\*