9 August 2023

MEMORANDUM FOR 75 FSS/CC

FROM: [UNIT & UNOFFICIAL ACTIVITY]

SUBJECT: Unofficial Activity Requesting to Exceed Accumulation Limit

1. The [Unofficial Activity Name] … [Provide a concise statement of the UA’s purpose and mission. What are you raising funds for? What type of UA are you? IE Coffee Fund, Slush Fund, Sunshine Fund, Morale Fund.]

2. Per AFI 34-223, para 2.2.1 “Unofficial unit activities may temporarily exceed the asset limit ($1,000) for a time period not to exceed six (6)-months; if the substantial majority (more than 75%) of assets will be expended on an upcoming large unit event such as a holiday party, military ball, etc.”

3. The [Unofficial Activity Name] current assets (cash, receivables and investments) do not exceed a monthly average of $1,000 over a three (3)-month period. We are asking for an increase for [Period of Time] to host [Event name, details, estimated cost].

4. Per AFI 34-223, para 5.3.2, we are requesting 75 Force Support Squadron Commander (FSS/CC) approval.

5. If you have any questions, please contact [Name Rank] at [Phone Number].

 <NAME>, Rank, USAF/DAF

 <Title>

1st Ind, 75 FSS

The requested temporary cash limit increase is \_\_\_approved / \_\_\_disapproved.

JESSICA TAGATAC, Maj, USAF

Commander