

MEMORANDUM FOR 633 FSS/FSR

Date xxxx

FROM: NAME OF BOOSTER CLUB (ALL CAPS)

SUBJECT: Request for Annual Review

1. In accordance with AFI 34-223, *Private Organizations (PO) Program* we request an annual review so we may remain a private organization. We understand that we are not required to be formally established as a PO unless our current assets (including cash, investments, and receivables) exceed a monthly average of \$1,000 over a 3-month period.

2. We understand that we must submit the following documents annually (b-h). Constitution and By-Laws are reviewed every two year or sooner if there is a change in the purpose or scope of activities.

- a. Constitution and By-Laws.
- b. Proof of insurance or request for waiver.
- c. Financial Liability Statement
- d. Current list of officers and points of contact.
- e. Bank statements (3 months' worth)/
- f. Projected Balance Sheets and Profit and Loss Statement
- g. Minutes of meetings (3 months' worth)
- h. Tax exempt approval from the IRS (if applicable)
- i. Financial reviews/audit reports (if applicable)

3. We also understand that we must follow the guidance in AFI 34-223, *Private Organizations (PO) Program* and HQ USAF/A1S Guide and submit the above documents to 633 FSS/FSR, 45 Nealy Avenue Suite 124, Langley AFB, VA 23665.

4. If, at any time, we decide to discontinue our organization, we will immediately notify Karen Stith at 764-3792.

President
Phone:

Treasurer

9 Attachments:

THIS IS A PRIVATE ORGANIZATION. IT IS NOT A PART OF THE DEPARTMENT OF DEFENSE OR ANY OF ITS COMPONENTS AND IT HAS NO GOVERNMENTAL STATUS.

1. Request to Annual Review
2. Constitution and By-Laws (if applicable)
3. Proof of Insurance or Request for Waiver
4. Financial Liability Statement
5. Current List of Officers and POCs
6. Bank Statements
7. Project Balance Sheet/Profit and Loss Statement
8. Monthly Minutes
9. Tax Exempt Approval (if applicable)

1st Ind, 633 FSS/FSR

Approved/disapproved.

Jason M Livingston, GS-13, DAFC
Chief, Resource Management Flight