

MEMORANDUM FOR 633 MSG/CC

Date XXXX

FROM: (BOOSTER CLUB NAME – ALL CAPS)

SUBJECT: Request Approval of Private Organization

1. We request approval to establish (BOOSTER CLUB) as a private organization, in accordance with AFI 34-223 *Private Organizations (PO) Program*. 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 initially then annually (b-h) thereafter. 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 understand that we must follow the guidance in AFI 34-223 *Private Organizations (PO) Program* and HQ USAF/A1S Guide and submit the following documentation to 633 FSS/FSR, 45 Nealy Ave Suite 124, Langley AFB, VA 23665.
4. If, at any time, we decide to discontinue our organization, we will immediately notify Karen Stith at 633 FSS/FSR at 764-3792.

President  
Phone :

Treasurer  
Phone:

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 Approval
2. Constitution and By-Laws
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 MSG/CC

MEMORANDUM FOR (BOOSTER CLUB NAME – ALL CAPS)

Approve/Disapprove

ERIN C. CLUFF, Colonel, USAF,  
Commander, 633d Mission Support Group