

MEMORANDUM FOR 633 FSS/FSR

DATE XXXX

FROM: (NAME OF BOOSTER CLUB - ALL CAPS)

SUBJECT: Officer's and Points of Contacts (POC)

1. This memorandum lists the officers and POCs of the (Name of Organization).

POSITION	NAME	PHONE
President	TYPE NAME	TYPE NUMBER
Vice President	TYPE NAME	TYPE NUMBER
Secretary	TYPE NAME	TYPE NUMBER
Treasurer	TYPE NAME	TYPE NUMBER

2. Please feel free to contact me at PERSONAL CONTACT #, if additional information is required.

President

*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.*