

Date

MEMORANDUM FOR: 48 FSS/FSR PRIVATE ORGANIZATION OFFICE

FROM: (name of unit or organization)

SUBJECT: Request for an Unofficial Activity

- The (name of unit or organization) requests to become an unofficial activity for the purpose of (fundraising, information, etc.).
- Funds raised will be used to (list uses for funds). If funds exceed a monthly average of \$1,000 over a three month period, they will be reduced below \$1,000 or we will file as a Private Organization in accordance with AFI 34-223, paragraph 2.2.
- The points of contact for the organization are (name of primary and alternate POC).
- The expiration date of this letter is (one year out – letters will be renewed annually).
- The points of contact can be reached at (phone # and email address).

Signature
Position in organization
Name of organization

1st Ind, 48 FSS/FSR

MEMORANDUM FOR _____
(name of organization)

I approve/disapprove this request.

LAURA K. SCHIFFELBEIN, GS-12
Chief, Resource Management Flight