



**DEPARTMENT OF THE AIR FORCE  
47TH FLYING TRAINING WING (AETC)**

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MEMORANDUM FOR 47 FSS/CC

FROM: **Private Organization Name**

SUBJECT: Request for approval to operate as a Private Organization on Laughlin AFB

1. Request permission for the **Private Organization Name** to be recognized as a Private Organization on Laughlin AFB. I understand that the group will be subject to the guidelines found in AFI 34-223, *Private Organization Program* and the Private Organization Guide.
2. All business will be conducted as outlined in the constitution and bylaws of the club. Attached is the required documentation necessary to establish a private organization.
3. If you have any additional questions, please contact **John Smith (222) 123-4567**, [laughlinxspouses.advisor@gmail.com](mailto:laughlinxspouses.advisor@gmail.com).

**FIRST M. LAST**  
President, **Private Organization Name**

- 3 Attachments
1. Officers list
  2. Constitution & Bylaws
  3. Request for Insurance Waiver

1st Ind, 47 FSS/CC  
Recommend Approval/~~Disapproval~~

KAYLEIGH M. STILWELL, Maj, USAF  
Commander, 47th Force Support Squadron

2d Ind, 47 MSG/CC  
Approved/~~Disapproved~~

MATTHEW R. ALTMAN, Col, USAF  
Commander, 47th Mission Support Group