



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

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MEMORANDUM FOR 47 FSS/CC

FROM: 47 XXX/CC

SUBJECT: Request Authorization to Operate as an Unofficial Activity on Laughlin AFB

1. IAW AFI 34-223, *Private Organizations Program*, the 47 XXX Squadron is requesting permission to operate as an Unofficial Activity on Laughlin AFB. The squadron performed an internal review of its fundraising activities and the current assets, excluding inventory, does not currently exceed \$1,000 over a 3-month period. If at any time the Unofficial Activity exceeds this asset limit, I understand that we must become a recognized Private Organization, discontinue operations, or reduce current assets to below the \$1,000.00 threshold.

2. In addition, we will submit quarterly banks statements (beginning and ending bank statement of each quarter) to the 47 FSS Private Organization Coordinator on the following dates:

- a. 4th Quarter Fiscal Year 2023: 1 Jul 23 – 30 Sep 23, Due by 30 Oct 23
- b. 1st Quarter Fiscal Year 2024: 1 Oct 23 – 31 Dec 23, Due by 30 Jan 24
- c. 2nd Quarter Fiscal Year 2024: 1 Jan 24 – 31 Mar 24, Due by 30 Apr 24
- d. 3rd Quarter Fiscal Year 2024: 1 Apr 24 – 30 Jun 24, Due by 30 July 24
- e. 4th Quarter Fiscal Year 2024: 1 Jul 24 – 30 Sep 24, Due by 30 Oct 24

4. My POC for the 47 XXX Squadron is Name, and can be reached at 298-xxxx or xxxxx@us.af.mil.

JANE D. DOE, Lt Col, USAF
Commander, SQUADRON NAME

1st Ind, 47 FSS/CC

MEMORANDUM FOR 47 XXX/CC

I approve/disapprove the Unofficial Activity request to operate on Laughlin AFB.

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