DD MMM YY

MEMORANDUM FOR 341 MSG/CC

FROM: YOUR PRIVATE ORGANIZATION (PO’s) NAME

SUBJECT: Liability Insurance Waiver Request

1. The (PO’s Name) (wishes to be) (is formally) established as a private organization (PO). The purpose of this PO is to contribute to the morale of the (Your Organization) through numerous people programs. We wish to raise funds to support these activities through various approved fund-raising activities.

\*\*If your PO is standing up please delete (is formally) from first sentence\*\*

\*\*If your PO is established please delete (wishes to be) from the first sentence\*\*

2. (PO’s Name) requests that the requirement of liability insurance be waived as our normal activities are such that the risk of liability is negligible. (PO’s Name) members and the executive council have been made aware that they are jointly and severally liable for the obligations of the (PO’s Name) and their understanding of the liability has been documented with (PO’s Name). Joint and several liability means that the membership as a whole is responsible for paying any debts of the organization, and a single member can individually be held responsible for the entire debt. If our organization becomes involved in any special events that involve greater risk of injury or damage we will obtain insurance. Insurance waivers must be reevaluated annually.

 An approved insurance waiver will be obtained and a copy kept in our official PO file in the office of the 341st Force Support Squadron Resource Management Flight Chief.

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3. If you have any questions please contact (Presidents Name) at (Phone Number) or by e-mail at (E-mail Address).

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Name Name

President, PO Name Vice President, PO Name

Phone # Phone #

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Name Name

Secratary, PO Name Treasurer, PO Name

Phone # Phone #

1stInd, 341 MSG/CC, DD MMM YY, (PO Name) Liability Insurance Waiver Request

MEMORANDUM FOR 341 FSS/FSR

Approved/Disapproved

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 CIRO E. DE LA VEGA III, Colonel, USAF

 Commander

This letter is a **SAMPLE ONLY** and must be accomplished by your private organization (please do not use a squadron/wing letterhead) Thank You!