

MEMORANDUM FOR 375 FSS/FSR

DATE:

FROM:

SUBJECT: Request for Unofficial Activity Status

1. The _____ desires status as an unofficial activity authorized to exist and operate as a self-sustaining special interest group on Scott AFB. Our organization does not maintain assets in excess of a \$1,000 monthly average for any three consecutive months. If we exceed this amount, we will immediately make application for status as an authorized private organization in accordance with AFI 34-223, discontinue operations, or reduce current assets.

2. So that 375 FSS/FSR may comply with their responsibility to monitor all private organizations at Scott FB, the following information will be provided:

a. The lower portion of the Privacy Act Statement with names, duty phones, PO Boxes, or addresses of points of contact will be submitted each time a POC changes.

b. The unofficial activity request form with signatures.

c. And an up-to-date Insurance Waiver Request will be submitted each year as part of the annual renewal.

3. We recognize that our status as an official activity is with the express permission of the Installation Commander, 375th Air Mobility Wing, or delegated representative. We understand that we must maintain accountability for funds received and spent and will ensure appropriate internal controls are established. We will comply with the requirements of AFI 34-223.

4. The specific purpose of the activity is to:

Signature of Requester

Printed Name/Duty Phone: _____