

Date

MEMORANDUM FOR 92 FSS/FSR

FROM: Name of Your PO

SUBJECT: Private Organization POC List

Below is the list of our officers for our PO, name of your PO. This list is current until date, then elections will take place.

	First/Last Name	E-mail Address	Phone Number
President			
Vice President			
Secretary			
Treasurer			
Other (optional)			

If you have any questions, please contact POC at phone number.

*signature* (Wet or Digital Accepted)

SIGNATURE OF PO OFFICER

POSITION OF PO OFFICER (no rank)

\*Also, make sure you erase this note & ALL highlighted areas before creating a PDF, thank you.\*