

Date

MEMORANDUM FOR 92 FSS/FSR

FROM: Name of Official Org

SUBJECT: Request for Official Activity/Fund Status

1. Name of Official Org desires status as an official activity/fund authorized to exist and operate as a self-sustaining special interest group on Fairchild AFB.
2. The purpose of the organization is (what the reasons for its existence are and what its goals are).
3. So that 92 FSS/FSR may comply with their responsibility to monitor all private organizations at Fairchild AFB, the private organization will complete a yearly review with the private organization monitor, and will provide the following information:
 - a. Current POC listing
 - b. Current meeting minutes
 - c. Current financial statement
4. We recognize that our status as an official activity is with the express permission of the Installation Commander, 92d Air Refueling Wing.

Signature of Requester

Printed Name/ Phone: not a duty phone