

DATE: _____

MEMORANDUM FOR 7 BW/JA
7 MSG/CC

FROM: _____
(ACTIVITY OR GROUP'S FULL OFFICIAL NAME)

SUBJECT: Request to Operate on Dyess AFB as an Unofficial Activity

1. In accordance with AFI 34-223, Private Organization Program Management, request approval for _____ to operate as an Unofficial Activity on Dyess AFB. We certify that we have read, understand, and will comply with AFI 34-223. We further certify that we will comply with AFR 147-7, Army and Air Force Exchange Service (AAFES) General Procedures (crosswalk ref: AFJ134-211) and DOD 5500.7, Joint Ethics Regulation (JER).

2. We understand:

a. That if our Activity's cash assets exceed a monthly average of \$1000.00 over a three month (90-day) period, or Point of Contact changes, or the membership votes to discontinue our Activity we must immediately notify 7 FSS/FSR at 6-5681.

b. That approval to operate on Dyess AFB does not give our organization blanket approval to hold fund raisers. We must request (in writing) advance approval from the 7th Services Squadron Commander for all fund raising activities. We also, understand that we may not sell alcoholic beverages, conduct games of chance, lotteries, or other gambling-type activities, or engage in frequent or continuous resale activities.

c. When submitting this application, we need to justify, in writing, how we plan to use our incoming funds raised from fund raisers.

3. If further information is needed or if you have any questions, please contact: _____ at ext. _____

RANK/NAME/OFFICE SYMBOL

(Signature of President)

(Signature of Secretary/Treasurer)

(Telephone Number)

(Telephone Number)