

DATE: _____

MEMORANDUM FOR 7 BW/JA
7 MSG/CC

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

SUBJECT: Renewal Request to Operate on Dyess AFB as a Private Organization

1. In accordance with AFI 34-223, Private Organization (PO) Program Management, request approval for _____ to operate as a Private Organization 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: AFJI34-211) and DOD 5500.7, Joint Ethics Regulation (JER).

- a. Number of Members: _____.
- b. Total assets at present time \$ _____ (including cash, inventory, equipment etc.).
- c. Meeting Location _____, Frequency of meeting: _____.

2. We have attached our constitution and by-laws, and certify that are current and correct to the best of our knowledge.

3. We understand:

a. A financial statement is required monthly/quarterly for annual audit. If at any time, we change officers or POC's, we must notify 7 FSS/FSR in writing.

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 Deputy 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. (Please put this on a separate sheet of paper).

d. If at any time, we decide to discontinue our organization, we must immediately notify 7 FSS/FSR at 6-5681

4. If further information is needed or if you have any questions, please contact (home address of office symbol):

_____ at ext. _____
RANK/NAME/OFFICE SYMBOL

(Signature of President)

(Signature of Secretary/Treasurer)

(Telephone Number)

(Telephone Number)

Attachment:
Justification Letter