

**MEMORANDUM FOR 82 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 Sheppard 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 82 FSS/FSR may comply with their responsibility to monitor all private organizations at Sheppard AFB, the following information will be provided annually:
  - a. Annual Request for Unofficial Activity Status.
  - b. Current Officer Listing
  - c. And an up-to-date Insurance Waiver Request will be submitted each year as part of the annual renewal.
3. We understand that we are allowed to operate with the express permission from the Installation Commander and we must maintain accountability for funds received and spent and will ensure appropriate internal controls are established and will provide a current Financial Statement to 82 FSS/FSR to ensure compliance with the requirements of AFI 34-223.
4. The specific purpose of the activity is to:

---

**Signature of Requester**

**Printed Name/Duty Phone:** \_\_\_\_\_