

MEMORANDUM FOR 82 FSS/FSR

DATE:

FROM:

SUBJECT: Notification of Unofficial Activity Status

1. The _____ retains 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 Notification of Unofficial Activity Status.
 - b. Current Officer Listing
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 upon request to ensure compliance with the requirements of AFI 34-223.
4. The specific purpose of our activity is to:

Printed Name/Duty Phone: _____

Signature of Requester