

MEMORANDUM FOR 633 MSG/CC

Date 9 Jan 19

FROM: AFSA CHAPTER 358

SUBJECT: Request Approval of Private Organization

1. We request approval of establishing (BOOSTER CLUB) as a private organization, in accordance with AFI 34-223 *Private Organizations Program*. We understand that we are not required to be formally established as a PO unless our current assets (including cash, investments, inventory, and receivables) exceed a monthly average of \$1,000 over a 3-month period.

2. We understand that we must submit the following documents initially then annually thereafter or sooner if there is a change in the purpose or scope of activities.

- a. Constitution and By-Laws.
- b. Proof of insurance or request for waiver.
- c. Current list of officers and points of contact.
- d. Financial statements/reviews, balance sheets, audit reports
- e. Tax exempt approval from the IRS (if applicable)

3. We understand that we must follow the guidance in AFI 34-223 *Private Organizations Program* and HQ USAF/A1S Guide and submit the following documentation to 633 FSS/FSR, 45 Nealy Ave STE 124, Langley AFB, VA 23665.

- a. Minutes of meetings.
- b. Financial statements with balance sheets (annually).

4. If, at any time, we decide to discontinue our organization, we will immediately notify April Weimer or Karen Stith at 633 FSS/FSR at 764-3792.

PRESIDENT
PHONE:

TREASURER
PHONE:

5 Attachments:

1. Constitution and By-Laws
2. Proof of Insurance or Request for Waiver
3. Current List of Officers and POCs
4. Financial Statements
5. Tax Exempt Approval (if applicable)

1st Ind, 633 MSG/CC

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Approve/disapprove

ERIN C. CLUFF, Colonel, USAF,
Commander, 633d Mission Support Group