

MEMORANDUM FOR 51 FSS/FSR

FROM: \_\_\_\_\_  
( Name of your Organization Spelled Out –No Acronyms )

Private Organization

Unofficial Activity

**PRIVACY ACT STATEMENT**

**Purpose(s):** To provide 51 FSS/FSR with statistical data about the officers and board of governors of the organization so that those members can be duly notified in a timely manner during emergencies, and so they can be contacted by persons interested in becoming a member of the organization.

**Routine Uses:** See “Purpose(s).”

**Disclosure is Voluntary:** The information is privileged and cannot be disclosed without your consent. You are not required to complete this form; however, you cannot serve as an officer or on the board of governors if the information is not provided to the 51 FSS/FSR. In addition, failure to disclose this information will preclude the inclusion of your organization in any fund raising events, and any 51 FSS advertising/publicity efforts.

**CURRENT OFFICERS**

*Print neatly and Give ALL Requested Information for each person*

**PRESIDENT:** \_\_\_\_\_  
(Print Last, First name / EMAIL / Phone Number / DEROS )

**VICE PRESIDENT:** \_\_\_\_\_  
(Print Last, First name / EMAIL / Phone Number / DEROS )

**SECRETARY:** \_\_\_\_\_  
(Print Last, First name / EMAIL / Phone Number / DEROS )

**TREASURER:** \_\_\_\_\_  
(Print Last, First name / EMAIL / Phone Number / DEROS )

Privacy Act Statement has been read and that requested information is given for the above stated purpose(s) to 51 FSS/FSR. In signing this memorandum, I certify that each of the officers above has read the organization’s constitution/bylaws and AFI 34-223 and agree to abide by the provisions therein. All PO members will be notified of AFI 34-223, and will be annotated in the meeting minutes.

\_\_\_\_\_  
**President’s Printed Name**

\_\_\_\_\_  
**President’s Signature / date**

Due to privacy act regulations, our office is unable to release Officers information. This causes a problem due to the number of requests we receive from organizations and individuals who would like to contact organizations for membership application information, to solicit organizations for charitable contributions/donations or to notify and invite their participation in community events, etc. If your organization would like to have information available for individuals or other organizations and military command use, we can do so. The only information the Private Organizations Monitor will list, is the presidents last and first name, email address, phone number and DEROS.

DOES NOT GIVE CONSENT

DOES GIVE CONSENT

I understand that releasing this information is not a violation of privacy act regulations due to the information being released on a voluntary basis, as authorized by the Organizations President’s signature below.

\_\_\_\_\_  
**President’s Printed Name**

\_\_\_\_\_  
**President’s Signature / date**