



DEPARTMENT OF THE AIR FORCE  
51ST FORCE SUPPORT SQUADRON  
UNIT 2065  
APO AP 96278-2065

MEMORANDUM FOR 51 FSS/FSR

FROM:

SUBJECT: Request for Unofficial Activity Status

1. Name of Unofficial Activity:

2. Name of Custodian/Treasurer for Account:

(AFI 34-223, 2.2.3.1. Maintain a two (2)-person accountability system for all cash transactions.)

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3. Purpose of the Organization:

4. Fund raised will be used for:

5. Required Certifications:

- I certify that cash asset balance shall not exceed a monthly average of \$1,000 over a three (3)-month period with the exception stated below. “Unofficial unit activities may temporarily exceed the asset limit (\$1,000) for a time period not to exceed six (6)-months; if the substantial majority (more than 75%) of assets will be expended on an upcoming large unit event such as a holiday party, military ball, etc.) according to AFI 34-223 Private Organizations Program”. If we exceed this amount, we will immediately make application for status as an authorized private organization in accordance with AFI 34-223.
- I certify that the organization will maintain two person accountability system for all cash transactions as financial control.
- I certify that the organization will submit a proposed budget annually to the 51 FSS/FSR Private Organizations Office.
- I certify that the organization will submit a basic annual financial report (income and expenses) to the 51 FSS/FSR Private Organizations Office.
- I certify that the organization will provide an undated list of current managing members and their contact information to the 51 FSS/FSR PO Office if there are changes.
- I understand that annual renewal is required.

- Normally our organizations is involved with activities of extremely low liability exposure. If we schedule a special event, fundraiser, or resale activity, our organization will obtain the 51st Fore Support Squadron Commander's approval on a written request through the 51 FSS/FSR and secure any appropriate liability insurance required by 51 FW/JA.
- We recognize that our status as an unofficial activity is with the express permission of the Installation Commander, 51st Fight Wing, or delegated representative. We understand that we must maintain accountability for funds received and spent and will ensure appropriate internal controls are established. We will comply with the requirements of AFI 34-223.
- The following is a current listing of all elected officials for the year (Year).
  - President (Name /E-mail address / Phone Number)
  
  - 2 Person Accountability for Cash Transactions (Names /E-mail addresses / Phone Numbers)
    - 1)
    - 2)

These positions are effective as of \_\_\_\_\_. These positions expire on \_\_\_\_\_.

6. If at any time the club officers' change of membership votes to discontinue our organization due to deployment, PCS, etc, a new elected officials list will be immediately notified the 51st Force Support Squadron Commander.

\*Attachments

- 1) Request UA Status
- 2) Proposed Budget/Financial Statement
- 3) Current List of UA Officers
- 4) UA Check List

\_\_\_\_\_  
President Print Name

\_\_\_\_\_  
President Signature

I have reviewed AFI 34-223 and this Unofficial Activity is compliant in all areas.

KENNETH D. BROWNER, GS-12, DAF  
Chief, Resource Management