DEPARTMENT OF THE AIR FORCE
51ST FORCE SUPPORT SQUADRON (PACAF)
OPC 3 BOX 2065
APO AP 96266-9021

MEMORANDUM FOR 51 FSS/FSR

FROM:

SUBJECT: Request for Unofficial Activity Status

1. Name of Unofficial Activity:

2. Name of Custodian/Treasurer for Account
(DAFI 34-106, 3.2.3.1. Maintain a two (2)-person accountability system for all cash transactions.) The following is a current listing of all elected officials for the year (Year).

- President (Name /E-mail address / Phone Number/DEROS)
  - Name
  - E-mail address
  - Phone Number
  - DEROS

- 2 Person Accountability for Cash Transactions
  - Name
  - E-mail address
  - Phone Number
  - DEROS

  - Name
  - E-mail address
  - Phone Number
  - DEROS

These positions are effective as of _____. These positions expire on _____.

3. Purpose of the Organization:

4. Fund raised will be used for:

5. This Unofficial Activity has members.

6. This Unofficial Activity's Ending asset balances for the past 6 months were

Ending Balance
Ending Balance
Ending Balance
Ending Balance
Ending Balance
Ending Balance

7. 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 DAFI 34-106 Private Organizations Program". If we exceed this amount, we will immediately make application for status as an authorized private organization in accordance with DAFI 34-106.
- 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 past 6 months ending assets balance 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 DAFI 34-106.

8. If at any time the activity 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) Financial Statement
2) UA Check List

_____ _____

President Print Name President Signature

I have reviewed DAFI 34-106 and this Unofficial Activity is compliant in all areas.

RICHARD D. GERSTNER GS-12, DAF
Chief, Resource Management