

MEMORANDUM FOR 18 MSG/CC

FROM: INSERT COMPLETE NAME OF THE PO

SUBJECT: Request for Approval to Become a Private Organization (PO) on Kadena Air Base (AB)

1. **INSERT COMPLETE NAME OF THE PO** requests approval to become a PO on Kadena AB. We have read, understand, and are in compliance with AFI 34-223.
2. We have been notified and understand our personal financial liability for obligations of our organization.
3. The purpose of **INSERT COMPLETE NAME OF THE PO** is to (**MENTION WHAT YOU DO, HOW YOU DO IT, WHAT BENEFITS THE COMMUNITY RECEIVES, TYPE OF ACTIVITIES YOU PROPOSE, ETC.**)
4. (**Delete whole sentence if not applicable**) Copy of liability insurance is attached. **MENTION THIS COVERS WHAT / WHO AND HOW MUCH IN WHAT CASES.**)
4. (**Delete whole sentence if not applicable**) Request (**INSERT COMPLETE NAME OF THE PO**) is granted a limited insurance waiver since we will participate in activities which have little or no liability exposure, i.e., bake sales, car washes, etc. We understand and will comply with the requirement to obtain the appropriate amount of insurance coverage whenever our organization is involved in high risk fund-raising activities such as golf tournaments, baseball tournaments, basketball tournaments, etc.
5. As a PO, we understand that all PO members are jointly and severally liable for the obligations of the PO. In the absence of liability insurance, all PO members' personal assets are at risk in the event of PO liability.
6. All business will be conducted as outlined in the constitution and bylaws of the organization and in accordance with the AFI34-223.
7. Point of contact is **NAME, TELEPHONE NUMBER, E-MAIL.**
8. We understand that, once approved, we must submit a request for revalidation with all the required documents every 2 years. If, at any time we decide to discontinue our organization, we will immediately notify the 18 FSS PO Monitor.

NAME (CAPITAL) (No Government Rank)
President, NAME OF PO

Ind, 18 MSG/CC

MEMORANDUM FOR NAME OF PO

Approved/disapproved

THANG T. DOAN, Col, USAF
Commander