

MEMORANDUM FOR 375 MSG/CC

FROM:

SUBJECT: Request for Unofficial Activity Status

1. \_\_\_\_\_ desires status as an unofficial activity authorized to exist and operate as a self-sustaining special interest group on Scott AFB. Our organization does not maintain assets in excess of a \$1,000 monthly average for any three consecutive months. If we exceed this amount, we will immediately make application for status as an authorized private organization in accordance with AFI 34-223.

2. So that 375 SVS/SVF may comply with their responsibility to monitor all private organizations at Scott AFB, the following information will be provided:

a. The lower portion of the Privacy Act Statement with names, duty phones, PO Boxes or addresses of points of contact will be submitted each time a POC changes.

b. The Treasurer's Acceptance Statement will be submitted each time a new treasurer accepts the position.

3. We recognize that our status as an official activity is with the express permission of the Installation Commander, 375<sup>th</sup> Airlift 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.

4. The specific purpose of the activity is to:

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Signature of Requester