(DATE)

MEMORANDUM FOR AEDC/TSD-SVF

FROM: [Name of UA]

SUBJECT: Request to Establish an Unofficial Organization on Arnold AFB

* + - 1. Request permission for [Name of UA] to form an unofficial organization on Arnold AFB. If approved, funds will be secured*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (describe how you will secure UA funds. Examples would be “in a checking account at (name of financial institution)” or “in a lockbox maintained in the treasurer’s office with 2 key holders”)*
			2. We understand that funds on hand may not exceed $1,000 over a 3-month period. An exception to this (with approval from Services) can be made for up to $5,000 for a period NTE 6 months if a substantial majority of the funds will be expended on an upcoming event. We understand when funds exceed limits allowed in AFI34-223, we must divest excess funds, discontinue operation, or become established as a Private Organization.

3. The purpose of this organization is to*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(state the purpose of your UA--note that all POs and UAs must make a positive contribution to the quality of life for base personnel)*

4. Our list of officers and most recent financial records are attached. We will schedule UA training with Services for officers within 30 days of approval.

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 [UA Officer’s Signature Block]

Attachments:

1. Current Officer Information
2. Financial Records

1st Ind, AEDC/TSD-SVF

MEMORANDUM FOR [Name of UA]

Your unofficial organization is approved/disapproved.

 AMY B. BRIGHTBILL

 Sustainment and Resource Flight Chief