

MEMORANDUM FOR 95 MSG/CC

FROM: *Private Organization Name*

SUBJECT: Request to Function/Remain as a Private Organization and Request for Liability Insurance Waiver for *(Name of Private Org)*

1. Request *(Name of Private Org)* to remain/function as an official Private Organization in accordance with AFI 34-223.
2. Further, request that the requirement for insurance on a day-to-day basis be waived, as the risk is low to non-existent for normal association activities. We understand the insurance waiver does not protect the club or its members from valid claims or successful lawsuits and that, generally, members are jointly and severally liable for the obligations of the PO. We will apply for approval from 95 MSG/CC prior to holding any special event.
3. **POC:** *(Name and phone number of person in charge, persons to contact).*

POC SIGNATURE BLOCK

Attachment:

1. Constitution/By Laws
2. List of Officers