

MEMORANDUM FOR 31 FSS/FSRC

FROM:

SUBJECT: Unit-affiliated Organization Registration

1. I, _____, representing the _____ certify that I have read, understood and will comply with AFI 34-223, Private Organizations Program. Let it be known that this organization is established as an unofficial Private Organization at Aviano Air Base, Italy. This organization is a nonprofit entity whose purpose is:
2. The proceeds from fundraisers by this organization will be used IAW AFI 34-223. I understand that any fundraisers on base must be reviewed by 31 FW/JA and approved by 31 FSS/CC or CD.
3. I understand that if the organization's current assets (cash, receivables and investments) exceed a monthly average of \$1,000 over a three (3)-month period, it will be required to either reduce its assets below the \$1,000 threshold or complete all requirements to be formally established as an official Private Organization approved by the installation commander or delegate.
4. If requested by Force Support Squadron, the organization will have to provide a copy of their Constitution. Every Private Organization must have a Constitution (templates at <https://31fss.com/private-org-guidelines>).
5. Additionally, the organization will provide a primary and alternate point of contact to 31 FSS/FSRC through the Private Organizations website at least annually or upon change of officers. I will also notify 31 FSS/FSRC in the event that the organization discontinues operation. Failure to comply with an updated status of POC's will result in deregistration by Force Support Squadron.
6. List of organization's officers:

Print President's Name Here

31 FSS/FSRC Use Only

Your registration is approved until 31 January 2025. Your organization must contact our office prior to expiration date for renewal. Failure to maintain current registration will result in your organization's inability to hold fundraisers or participate in base activities.

Private Organizations Monitor, 31 FSS/FSRC