

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 unit-affiliated private organization at Aviano Air Base, Italy. This organization is a nonprofit entity whose purpose is the following:
2. The proceeds from fundraisers by this organization will be used IAW AFI 34-223. I understand that any fundraisers outside my unit on base must be reviewed by 31 FW/JA and approved by 31 FSS/CC or CD.
3. I understand that if my 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 (see <https://www.31fss.com/private-org-guidelines>).
4. At a minimum, unit-affiliated private organizations will implement the following financial controls:
 - a. Maintain a two (2)-person accountability system for all cash transactions.
 - b. Submit a basic annual financial report to their unit commander detailing income and expenditures throughout the year.
5. Unit commanders may approve unit unofficial private organization fundraisers within the unit for unit personnel. Fundraising outside the unit requires coordination through the 31 FSS Private Organization Office.
6. If requested, the organization will need to provide a copy of their constitution.
7. Additionally, the organization will provide a list of current council members to the 31 FSS Private Org Office (31fss.fsr.privateorgs@us.af.mil) upon change of officers. Our organization will also notify 31 FSS Private Org Office if the organization discontinues operation. Failure to comply will result in deregistration by the Force Support Squadron.
8. List of organization's officers is attached (page 2).

Unit-Affiliated Private Org President's Signature Block

31 FSS Private Org Office Use Only

Registration is approved until 31 January 2027. Your organization is responsible for maintaining documentation current with our office.

Private Organization Monitor, 31 FSS/FSRC

OFFICERS LISTING

PRIVATE ORGANIZATION/UNIT-AFFILIATED NAME:

CURRENT DATE:

NEXT EXPECTED ELECTIONS:

MAILING ADDRESS:

FACEBOOK PAGE:

WEBSITE:

PRESIDENT

NAME:

DUTY OR CONTACT PHONE:

EMAIL ADDRESS:

VICE PRESIDENT

NAME:

DUTY OR CONTACT PHONE:

EMAIL ADDRESS:

TREASURER

NAME:

DUTY OR CONTACT PHONE:

EMAIL ADDRESS:

SECRETARY

NAME:

DUTY OR CONTACT PHONE:

EMAIL ADDRESS:

Request changes be submitted by email to 31fss.fsr.privateorgs@us.af.mil

The personal information furnished on this form will be kept on file in a folder to contact officers on official matters and to pass on information to individuals requesting a point of contact for the specific organization.