

[DD MMM YYYY]

MEMORANDUM FOR 52 FSS/FSR

FROM: [Name of Private Organization]

SUBJECT: President's Annual Review Letter – [Name of Private Organization]

1. In accordance with DAFI 34-106, Private Organization (PO) Program, I have completed the attached Annual Officer Checklist and reviewed the Constitution and By-Laws of our Private Organization on _____.

2. If there are any changes to our Private Organization's purpose, we will update our Constitution/Bylaws accordingly.

3. We will comply with all submission requirements directed by the 52 FSS/FSR Private Organizations Office. Furthermore, any questions, changes, or concerns regarding our organization will be reported directly to your office.

[FIRST NAME M. LAST NAME]
President, [Name of Private Organization]

Date

[FIRST NAME M. LAST NAME]
Vice President, [Name of Private Organization]

Date

[FIRST NAME M. LAST NAME]
Treasurer, [Name of Private Organization]

Date

[FIRST NAME M. LAST NAME]
Secretary, [Name of Private Organization]

Date

Reviewed by:

INEZA RENTERIA, CIV, DAF
Special Event Coordinator, 52 FSS

Date

Initial/Annual Officer Checklist

Private Organization: _____

Date: _____

Instructions: Please initial next to each item to confirm understanding and compliance.

	Checklist Item	
1.	We have reviewed and will comply with DAFI 34-106, <i>Private Organization Program</i> .	
2.	Our Constitution and By-Laws are current (reviewed every two years) and clearly state our organization's purpose, membership eligibility, and sources of income. (DAFI 34-106, para 4.3.1, 4.4)	
3.	We have a current officer list on file with the Private Organizations Office. (DAFI 34-106, para 4.5)	
4.	We have current liability insurance or a valid, annually reviewed waiver from the Installation Commander. (DAFI 34-106, para 5.16)	
5.	We submit financial statements as required, based on our annual gross revenue. (DAFI 34-106, para 5.8)	
6.	We understand we may not use DoD seals, logos, or insignia on our materials. (DAFI 34-106, para 5.2.1)	
7.	We will report any signs of fraud or financial improprieties to the 52 FSS/CC/CL. (DAFI 34-106, para 5.19)	
8.	We will use the following disclaimer on all print and electronic media: "This is a private organization. It is not a part of the Department of Defense or any of its components and it has no governmental status." (DAFI 34-106, para 5.2.2.3)	
9.	We understand that members may not wear a military uniform when conducting fundraising activities. (DAFI 34-106, para 5.21.7)	
10.	We understand the limited use of government email and equipment for PO activities, as outlined in DAFI 34-106, para 6.2.3.	
11.	We will comply with all submission requirements of the 52 FSS/FSR Private Organizations Office, and will report any questions, changes, or concerns to this office.	

[FIRST NAME M. LAST NAME]
President, [Name of Private Organization]

Date

[FIRST NAME M. LAST NAME]
Vice President, [Name of Private Organization]

Date

[FIRST NAME M. LAST NAME]
Treasurer, [Name of Private Organization]

Date

[FIRST NAME M. LAST NAME]
Secretary, [Name of Private Organization]

Date