

[DD MMM YYYY]

MEMORANDUM FOR 52 FSS/FSR

FROM: [Full Name of Private Organization]

SUBJECT: Update to Board of Governors – [Name of Private Organization]

1. Effective [Date, e.g., 25 December 2026], the following individuals assume the roles of the Board of Governors for the [Name of Private Organization]:

a. President: [Name]

(1) Official Email:

(2) Unofficial Email:

(3) Contact Number:

b. Vice President: [Name]

(1) Official Email:

(2) Unofficial Email:

(3) Contact Number:

c. Secretary: [Name]

(1) Official Email:

(2) Unofficial Email:

(3) Contact Number:

d. Treasurer: [Name]

(1) Official Email:

(2) Unofficial Email:

(3) Contact Number:

e. Additional POCs: [Name]

(1) Official Email:

(2) Unofficial Email:

(3) Contact Number:

f. PO Organization Email: [Group Email Address]

2. The tenure for the above-listed officers will expire on [Date]. The next organizational election is scheduled for [Date of Next Elections].

3. An updated Board of Governors roster will be provided to the 52 FSS/FSR Private Organization Office annually, or immediately upon any change of officials.

4. All Private Organization Officers have access to DAFI 34-106, *Private Organizations Program*, and are knowledgeable of their roles and responsibilities as outlined in the instruction and the organization's Constitution and By-laws.

5. By signing below, the PO President certifies the following:

a. Outgoing board members have conducted a proper transfer of documents, accounts, and responsibilities to the incoming board.

6. The contact information furnished on this form will be kept on file in the official organizational folder to contact club officers on official matters and to provide a point of contact for the organization. If any of the requested information is not releasable to the public, please indicate so, and the information will be kept strictly confidential.

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

Date

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

Date