

MEMORANDUM FOR 4 FSS/CC

FROM: Seymour Johnson

SUBJECT: Request Authorization to Operate as a Private Organization on Seymour Johnson AFB

1. IAW AFI 34-223, the \_\_\_\_\_ is requesting permission to operate as a Private Organization on Seymour Johnson AFB NC. The organization performed an internal review of its fund-raising activities and the status of funds is over \$1,000 in assets over a 3-month period.
2. The organization has supplied the following information to 4 FSS/FSR:
  - a. Constitution and By-Laws
  - b. Financial Statements (previous 3 months)
  - c. Minutes of Meetings
  - d. Current list of Officers
  - e. Required proof of insurance or waiver (approved along with Constitution and By-Laws)
  - f. Budget (if over 5K)
3. For additional information please contact Ms. Vernesha Townsend at 722-7290.

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President, Seymour Johnson

1st Ind, 4 FSS/CC

MEMORANDUM FOR 4 MSG/CC

Recommend approval/disapproval.

ZACHARY P. SPOTTS, Maj, USAF  
Commander, 4th Force Support Squadron

2d Ind, 4 MSG/CC

MEMORANDUM FOR 4 FSS/FSR

Approved/Disapproved

TAMMY L. MCELHANEY, Col, USAF  
Commander, 4th Mission Support Group