

MEMORANDUM FOR 2 FSS/FSR PRIVATE ORGANIZATION OFFICE

FROM:

SUBJECT: PO/UA New Executive Council Information and Acknowledgment of Liability

By signing below, we the new
acknowledge the following:

Executive Council

1. We could be jointly and severally liable for the obligations of the we currently hold office in. Thereby, the committee members understand our personal assets could be used to pay/settle any outstanding debts/risk owned by this Private Organization (PO) due to the absence of liability insurance. Reference DAFI 34-106, para 5.16.
2. We will notify and document the PO member’s understanding that they can also be jointly and severally liable for the obligations of the PO.
3. We will submit the Annual Review documents by 30 April, which includes meeting minutes, detailed banking statements, financial balance sheet and any other documents requested by the 2 FSS PO Monitor.
4. We will notify 2 FSS PO Monitor of any changes to the executive council by e-mail to 2FSS.FSR.PrivateOrg@us.af.mil The next expected election date:
5. We will review the guidance on POs and Fundraisers in DAFI 34-106 and AFI 36-3101.

NAME	CONTACT INFO	SIGNATURE
President	Phone: Email:	
Vice President	Phone: Email:	
Treasurer	Phone: Email:	
Secretary	Phone: Email:	
Additional Position -	Phone: Email:	
PO Email Address:		
PO Socials: (List all platforms & handles)		