

MEMORANDUM FOR 366 FSS/FSK

Date _____

FROM: *Private/Unofficial Organization* _____

SUBJECT: Letter of understanding

FOR PRIVATE ORGANIZATIONS

1. In accordance with AFI 34-223, para. 9.2, a private organization must provide certification to 366 FSS. The members have been notified and understand the terms of their constitution and by-laws for the private organization and liabilities thereof.
2. We, the members of _____, have read and understand the terms of our constitution and by-laws.

FOR PRIVATE ORGANIZATIONS AND UNOFFICIAL ACTIVITIES

3. We understand that we are a special interest group acting exclusively outside the scope of any official capacity as officers, employees or agents of the federal government. We understand that _____ is not a federal entity and that ***we the members are personally liable for any and all issues that can or may arise.*** In no way is the federal government responsible and/or liable.

X

Name:

Private/Unofficial Organization President

NOTE: This form requires the signature of all ***active members***.

Example: For squadron booster clubs, the entire squadron does not need to sign because the entire squadron isn't part of the organization. Organization members are only those who volunteer to become a part of the organization on an unofficial, non-work related status, and accept the risk of personal liability by being a member.

