

MEMORANDUM FOR 88 MSG/CC

FROM: (Your Private Organization)

SUBJECT: Request to Establish a Private Organization

1. Request approval to establish (name of your proposed private organization) as a registered private organization on Wright-Patterson Air Force Base.
2. The purpose of this proposed private organization is (give specific information why you are asking to be formed, what your plans are, and any goals/objectives you hope to achieve).
3. Meetings are planned (where and when). Personnel of Wright-Patterson Air Force Base (military, family members, DoD civilians, and others authorized) are authorized to participate in the organization.
4. The assets of this organization are not expected to exceed (enter the amount) as a monthly average.
5. Our insurance coverage for liability and property damage claims is maintained, policy number _____. We have requested a waiver of the insurance requirement. (Use whichever is appropriate)
6. Please approve our request to establish a private organization based on the documents submitted.

NAME

Organization Rank(President, Secretary, etc)