MEMORANDUM FOR 316 MSG/CC

FROM: XXXXXX Booster Club

SUBJECT: Request for Liability Insurance Waiver

1. The (PO Name) is requesting a liability insurance waiver in accordance with AFI 34-223, *Private Organizations (PO) Program.* We do not engage in activities with higher than a negligible risk of liability.

2. We understand that having an approved insurance waiver does not release individuals in our group or our group as a whole from personal joint and several liability resulting from our operations, fundraisers, and other events. Our membership has been made aware of their personal joint and several liability by (explain how), and their understanding of the liability is documented by (explain how).

3. The commander may still require liability insurance for specific events that involve a greater risk of injury or damage.

4. We understand that this request, if approved, will only be effective for 1 year and must be reevaluated annually.

5. Our PO conducts the following sorts of activities and fundraisers: (List the specific types of fundraisers your group will do and the activities involved).

6. If you have any questions, please contact (POC Name at Phone Number). *Please don’t include rank …delete this line once it’s signed*

 CAPITALIZE NAME

 President, XXXXX Booster Club (No rank)

 *Add digital signature above... delete this line*

1st Ind, 316 MSG/CC

MEMORANDUM FOR PO Name

Approved/Disapproved

 PAUL N. SOMERS, Colonel, USAF

 Commander, 316th Mission Support Group

*Add digital signature box for MSG Commander… delete this line*