

MEMORANDUM FOR 316 MSG/CC

FROM: Private Organization Name

SUBJECT: Request for Liability Insurance Waiver

1. The PO Name is requesting a liability insurance waiver in accordance with AFI 34-223, *Private Organizations 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 members have 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 (no rank) at Cell Phone Number. *Please delete this line once it's signed*

CAPITALIZE NAME (No rank)

President, PO Name

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

1st Ind, 316 MSG/CC

MEMORANDUM FOR PO Name

Approved/Disapproved

MINDY A. DAVITCH, Colonel, USAF

Commander, 316th Mission Support Group

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