

UNOFFICIAL ACTIVITIES/ORGANIZATION REGISTRATION FORM

Name of Organization: _____

Affiliation: _____

List of Officers:

President: _____

Email Address: _____

Duty Phone: _____

Cell Phone: _____

Vice President: _____

Email Address: _____

Duty Phone: _____

Cell Phone: _____

Treasurer: _____

Email Address: _____

Duty Phone: _____

Cell Phone: _____

Secretary: _____

Email Address: _____

Duty Phone: _____

Cell Phone: _____

If at any time we decide to discontinue our organization, we will immediately notify the 377 FSS/FSR at 846-0405 or 377 FSS.FSR@kirtland.af.mil.

President's Signature

Date

FUND-RAISING ON KIRTLAND AFB. All fundraising activities must be approved by the 377 Force Support Squadron director. To ensure enough time for approval, submit a request form to 377FSS.FSR@Kirtland.af.mil at least 14 days prior to an event (for most fund-raisers). Some events need special handling so contact the 377th Force Support Squadron to find out requirements and time-line of approval process. Our Resource Management page on the 377 Force Support Squadron web site holds all the information and forms you need for UEF, SM&W, Private Organizations, and Fund Raiser requests. Please reference this page before submitting any paperwork to the Resource Management Office.

<http://www.kirtlandforcesupport.com/pages/resourcemanagement.htm>

TEMPORARY FOOD BOOTHS/FUNDRAISERS. Any organization wanting to host a fundraiser with food items must first go through Public Health to receive Temporary Food Handlers' Training before submitting a request to the 377th Force Support Squadron. Call 377 AMDS/SGPM, 6-3461 to coordinate a time to receive training.

PRIVATE ORGANIZATIONS and UNOFFICIAL ORGANIZATIONS.

Government computers, or supplies, are not authorized to be used to send e-mails and fliers advertising private organizations, unofficial activities, and their fund-raising events.