

\_\_\_\_\_  
Date

**MEMORANDUM FOR 423 FSS/FSR**

**FROM:** \_\_\_\_\_  
(Name of Private Organization)

**SUBJECT:** Current Officers and Contact Information

Principle Purpose: To provide the RAF Alconbury (United Kingdom) 423<sup>rd</sup> Force Support Squadron with data about managing members of the unofficial activities so they can be notified in a timely manner during emergencies, annual reviews, formal and informal inquiries or investigations.

The information is privileged and cannot be disclosed without prior consent.

**CURRENT OFFICERS (Private Organization only)                      DATE ELECTED** \_\_\_\_\_

President:

\_\_\_\_\_  
Name                      Daytime Contact Number                      Email Address                      Signature

Vice President:

\_\_\_\_\_  
Name                      Daytime Contact Number                      Email Address                      Signature

Secretary:

\_\_\_\_\_  
Name                      Daytime Contact Number                      Email Address                      Signature

Treasurer:

\_\_\_\_\_  
Name                      Daytime Contact Number                      Email Address                      Signature

**ADDITIONAL OFFICERS (IF APPLICABLE)**

\_\_\_\_\_  
Name                      Daytime Contact Number                      Email Address                      Signature

\_\_\_\_\_  
Name                      Daytime Contact Number                      Email Address                      Signature