(Date at 1.75”)

MEMORANDUM FOR 50 FSS/FSR

 50 SW/JA

 50 MSG/CC

FROM: Booster Club Name President

SUBJECT: Request for Waiver of Insurance Requirements

1. We request a waiver of insurance requirements as specified in AFI 34-223, *Private Organizations Program*, para. 10.11 on behalf of the membership of the Booster Club Name.

2. In making this request, we understand that it is our responsibility to maintain adequate insurance coverage, commensurate with the risk posed to the general public and the club membership. As a low-risk organization, full coverage insurance is generally not necessary in our day-to-day activities. However, should we engage in activities that directly increase the risk to the general public or our membership, we will procure the appropriate type and level of insurance. Such instances include but are not limited to the examples outlined below:

a. Market or sales event where our organization serves as a co-sponsor contributing workers and/or volunteers.

b. Fundraising activities open to the general public where athletic or sports-type activities are sponsored directly by our organization.

c. Fundraising activities open to the general public where food is prepared and/or sold by our organization.

3. Furthermore, we realize that claims against a private organization for injury or damage caused by our negligence can impose joint and several liability on each member of the private organization in the event we lack insurance coverage or when the claim exceeds our coverage.

4. For any questions or concerns, please contact me at 567-XXXX or at first.last.#@us.af.mil.

FIRST MI. LAST, Rank, AFFILIATION

President, Booster Club Name