MEMORANDUM FOR 502 FSG/CC

FROM: *(Insert Private Organization Name)*

SUBJECT: Dissolution of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Subject activity no longer wishes to have authority to operate as a private organization on Joint Base San Antonio. At a general membership meeting held on , members voted to dissolve effective .

2. *State in this paragraph how all outstanding liabilities, if any, have been satisfied prior to dissolution. If any assets remain, clearly indicate how they will be disposed.*

3. The organizational bank account at , will be closed effective \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

4. *Identify in this paragraph a person, including duty and home telephone numbers, with whom* 502 FSS/CL *may maintain contact should any further questions arise concerning your private organization or your request for dissolution.*

*NOTE: If you are dissolving a private organization but request to be considered an unofficial activity, insure that you meet all the requirements and provide the necessary documentation.*

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature of Organization President

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date

THIS IS A PRIVATE ORGANIZATION. IT IS NOT A PART OF THE DEPARTMENT OF DEFENSE OR ANY OF ITS COMPONENTS AND IT HAS NO GOVERNMENTAL STATUS.