

[Date]

MEMORANDUM FOR 42 MSG/CC

FROM: Name of PO

SUBJECT: Private Organization Request for Waiver for Liability Insurance

1. On behalf of the membership of Name of PO I request a waiver of the insurance requirements specified in AFI 34-223, Section C, paragraph 10.11.
2. In making this request, we realize our responsibility to maintain adequate insurance coverage commensurate with the risk posed to the general public and club membership. Name of PO normally engages in activities where the risk of liability is negligible.
3. Should Name of PO engage in any activity outside of its normal day-to-day operations (e.g., fundraising, field trip/outing, outdoor event, etc.), it will submit notification to the 42 FSS/FSR at least two weeks prior to the planned activity for a determination on whether liability insurance is required.
4. All members of Name of PO have been notified and are aware that claims against the organization for injury or damage caused by the organization's negligence can impose liability on each of them in the event the organization lacks insurance coverage or in the case where a claim exceeds any available coverage.
5. I understand the waiver for liability insurance request must be re-submitted annually.

(President' Signature Block)

Do not include rank

1st Ind, 42MSG/CC, [Date]

MEMORANDUM FOR Name of PO

Because the [Name of PO]'s activities are such that the risk of liability is negligible, I hereby approve the request and waive the requirement of insurance pursuant to AFI 34-223, para 10.11. The 42 ABW/CC or delegee, however, may still require liability insurance for any events that involve a greater risk of injury or damage.

DONALD R. LEWIS, Colonel, USAF
Commander, 42d Mission Support Group