

DATE

MEMORANDUM FOR 628 FSS/CD

FROM: NAME OF PO

SUBJECT: Request for Waiver of Insurance Requirement

1. On behalf of the membership of the NAME OF PO, I request waiver of insurance requirements as specified in AFI 34-223.
2. In making this request, we realize our responsibility to maintain adequate insurance coverage commensurate with the risk posed to the general public and the club membership. As we are generally a low-risk organization in our day-to-day activities, full coverage insurance is generally not necessary. However, should we engage in activities that directly increase the risk to the public or to our membership, we will procure the appropriate type and level of insurance. Such instances include, but are not necessarily limited to, the three examples below:
  - a. Bazaars, as a co-sponsor who furnishes workers therefore;
  - b. Any fund raising activity, open to the general public, where athletic or sports-type activities are sponsored or conducted by this organization; and;
  - c. Fund raising activities sponsored by the organization where food is prepared and/or sold by this organization.
3. Further, we realize that claims against this organization for injury or damage caused by our negligence can impose joint and/or severable liability on each member of the club. We understand that an approved waiver of insurance does not remove our responsibilities for procuring appropriate insurance for the type of events that increase the risk to the public or our membership, including the events specifically listed above.

Signature: \_\_\_\_\_

NAME

OFFICER POSITION, NAME OF PO

1st Ind, 628 FSS/FSRB, Request for Waiver of Insurance Requirement

MEMORANDUM FOR 628 ABW/JA

Recommend approval/disapproval

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KAORI COURTS, NF-IV  
Budget Analyst

2nd Ind, 628 ABW/JA

MEMORANDUM FOR 628 FSS/CD

Recommend approval/disapproval

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Jennifer E. Powell, Lt Col, USAF  
Staff Judge Advocate

3rd Ind, 628 FSS/CD

MEMORANDUM FOR 628 MSG/CC

Recommend approval/disapproval

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SHANNON E.HAGADORN, Capt, USAF  
Operations Officer, 628th Force Support  
Squadron

4th Ind, 628 MSG/CC, Request for Waiver of Insurance Requirement

MEMORANDUM FOR NAME OF PO

Approval/Disapproval

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KATRINA A. TERRY, Col, USAF  
Commander, 628th Mission Support Group