

SAMPLE INSURANCE REQUIREMENT  
(MUST BE COMPLETED ON PRIVATE ORGANIZATIONS OWN LETTERHEAD)

**(Private Organization Name)**

We, the undersigned as members of the (Private Organizations Name) have read the following taken from AFI 34-223, *Private Organizations*, para 10.11, and understand that we are jointly and severally liable for the obligations of the (Private Organizations Name) Private Organization. By signing below, we certify and acknowledge that not only do we understand but we have also briefed the members of our organization as to their personal liability stemming from the organization's activities.

10.11. POs must have liability insurance unless the installation commander waives the requirement. Insurance should be required unless the activities of the PO are such that the risk of liability is negligible. PO members must be made aware that they are jointly and severally liable for the obligations of the PO, and their understanding of the liability must be documented. The absence of liability insurance places their personal assets immediately at risk in the event of PO liability. Forward all waiver requests through the servicing legal office prior to approval. This waiver authority may be delegated to the mission support group commander. No further delegations are authorized. The commander may waive the requirement for continuous liability coverage; however, the approval document must advise the PO that the commander may still require liability insurance for specific events that involve a greater risk of injury or damage. Insurance waivers must be reevaluated annually.

(Signature)

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President, (President's Name)

(Date)

(Signature)

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Vice President, (Vice President's Name)

(Date)

(Signature)

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Secretary, (Secretary's Name)

(Date)

(Signature)

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Treasurer, (Treasurer's Name)

(Date)