

Unit Name/Address

Date

MEMORANDUM FOR Cheryl Foster, Army Community Services Center, 4700 Mowway, Fort Sill, OK 73503

SUBJECT: Family Readiness Group Registration

1. Request registration of *_org name* Family Readiness Group (FRG). This FRG has my approval to exist and operate as a Family Readiness Group on Fort Sill OK.

2. The activities of the organization and its fund will be conducted IAW the provisions of AR 600-20 Army Command Policy 5-10, AR 608-1 Appendix J, the OP READY Leader's handbook, the Commanding General's Policy Letter D-1, and the Joint Ethics Regulation.

3. The purpose of the organization is to help family members meet the challenges of military life by providing a communication link for information and referral, by planning special events and programs, and generating small amounts of funds to support these activities.

4. The officers are:

a. Leader: _____ Phone: _____
E-mail: _____
Address: _____

b. Co-Leader: : _____ Phone: _____
E-mail: _____
Address: _____

c. Secretary: : _____ Phone: _____
E-mail: _____
Address: _____

d. Treasurer: : _____ Phone: _____
E-mail: _____
Address: _____

5. Point of Contact is the undersigned at _____

Printed name
CPT, AD
Commanding

NOTE: FRG Registration must be re-done using this form upon change of command. FRG registration must be renewed ANNUALLY and/or if the unit POC or any of the FRG leadership changes. See the above Renewal Form. Prefer that all information is typed. Please ensure form goes to Family Readiness Support Assistant.