(Date)

MEMORANDUM FOR 910 FSS/CC

FROM: (PRESIDENTS NAME) / (BOOSTER CLUB)

SUBJECT: Dissolution of Private Organization

1. On (Date), the (Name of Booster Club) is officially dissolved. The (Name of Booster Club) has no outstanding debts, liabilities, or obligations. The remaining funds (if any) has been distributed to (Name of Organization) or all monies were spent of the remaining individuals that have retired, going away functions, get well cards and flowers and so on.

2. If you have any questions, please call me at (Phone Number).

(POC Name)

(POC Booster Club Name)