

Headquarters U.S. Air Force

Integrity - Service - Excellence

Private Organizations



This briefing is
UNCLASSIFIED

Always There, Always Ready. . . We Got Your Back, America!



Fundraisers

All Fundraising & Charity Collection events must be routed through the NAF Accounting Office and PO Monitor before the event can take place ... without exception!

Fundraising/Charity Collection Requests MUST be Submitted at Least 4 Weeks Prior to the Event Date!

Do Not Call the Legal Office with questions as they will refer you to the PO Monitor.

It is the responsibility of the PO to keep all documentation in support of any given fundraising event on file to include all routing slips, etc.



Fundraisers

Requirements for Fundraisers:

1. PO/UA should be in good standing and records up to date with Private Org Monitor.
2. A current Fundraising/Charity Fundraising Legal Review should be requested from the Private Org Monitor and **MUST be turned in at least 4 weeks prior to the event.**
3. Flyers and coupons:
 - A. Should have no ranks or office phone numbers.
 - B. Should have the disclaimer: **“THIS IS A PRIVATE ORGANIZATION. IT IS NOT A PART OF THE DEPARTMENT OF DEFENSE OR ANY OF ITS COMPONENTS AND IT HAS NO GOVERMEENTAL STATUS”**
 - C. Should be turned in with legal review documents to be approved before distributing for use.



Fundraisers

Requirements for Fundraisers Continued:

4. Once the Fundraiser/Charity Legal Review has been approved by the Legal Office and 341 FSS/CC, the PO will be contacted and must pick up the documents from the Private Org Monitor.
5. A certificate will be printed and **MUST** be posted at the event. If the certificate isn't present on a spot check by the Private Org Monitor or 341 FSS designee the event will be shut down immediately.



Fundraisers

AFI 34-223 Sec C para 10.8. Private Organizations and unofficial activities/organizations must not engage in activities that duplicate or compete with activities of the Army and Air Force Exchange Services or Force Support Squadron Nonappropriated Fund Instrumentalities.

Para 10.10.2. Occasional fundraising is defined as not more than three per calendar quarter. The length of a fundraising event is fact dependent. For example, a community theatre performance might only last a single evening; whereas, cookie and candy sales might last three days over a holiday weekend.



Fundraisers

AFI 34-223 Sec C para 10.10.2.1. The occasional sales limitation for funding does not apply to unit unofficial activity or Private Organization sales of Air Force School or unit souvenirs, memorabilia to members of the school or unit involved. This is contingent on the Army and Air Force Exchange Services or Force Support Squadron resale activities electing not to provide this service and the Private Organization chartering documentation authorizing resale under these circumstances. Nor does it apply to Private Organizations sales conducted pursuant to a concessionaire contract with the installation Force Support Squadrons/Morale Welfare Recreation programs at Open Houses and similar events.

Para 10.14. POs and unofficial activities/organizations will not sell or serve alcoholic beverages.



Fundraisers

AFI 34-223 Sec C para 10.11. Fundraisers conducted by unit unofficial activities off the installation are not appropriate. (T-2).

Private organizations may conduct fundraising events off the installation so long as it is clear to members of the public that the organization is not representing the installation or the Air Force. Private organizations and unofficial activities should consult with their local Force Support POC and the local installation Judge Advocate before engaging in fund raising off the installation.



Off Base Soliciting

- **AFI 34-223, Sec C, Para. 10.19.1.3.** Private Organizations and unit unofficial activities may accept gifts and donations from outside sources. Unit unofficial activities will not solicit gifts. **(T-1)** Private Organizations will not solicit direct monetary gifts or donations (as distinguished from the sale of items of value) on base. **(T-2)** Off-base solicitations must clearly indicate that they are for a Private Organization and not for the base or any official part of the Air Force. Donor/gift recognition may not be made publicly. **(T-1)** Oral recognition of the gift or donation can only be made to members of the Private Organization or those present at an event benefiting from the donation/gift. **(T-1)**
- **AFI 34-223, Sec C, Para. 10.19.1.3.1.** Private Organizations and unit unofficial activities are prohibited from actions which might make it appear that the installation is endorsing or giving special treatment to the donors involved. **(T-0)**



Off Base Soliciting

1. Contact the PO Monitor for the current Do Not Contact List provided by Commercial Sponsorship.
2. Solicitation letters need to be approved by PO Monitor and Legal Office before disbursement.
 - A. Should **NOT** be on MW/Squadron Letter Head.
 - B. Should **NOT** include ranks, duty phone numbers, duty e-mail address's or Malmstrom AFB street address's.
 - C. Letters need to include the Disclaimer **"THIS IS A PRIVATE ORGANIZATION. IT IS NOT A PART OF THE DEPARTMENT OF DEFENCE OR ANY OF ITS COMPONENTS AND IT HAS NO GOVERMENTAL STATUS."**
3. When soliciting off base:
 - A. Must not be conducted by military members or civilian employees during their duty time.
 - B. Military Members may **NOT** solicit while in uniform at any time.



Resources

AFI 34-223 *PRIVATE ORGANIZATIONS PROGRAM*

AFI 36-3101 *FUNDRAISING*

AFI 36-108 *COMMERCIAL SPONSORSHIP*

PRIVATE ORGANIZATION GUIDE – JULY 2019

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