

Headquarters U.S. Air Force

Integrity - Service - Excellence

Private Organizations



This briefing is
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Overview

- What is a Private Organization
- What is an Unofficial Activity
- Required Documents
 1. Constitution/By-Laws
 2. Insurance/Insurance Waiver
 3. Financial/Budget
 4. Roster of Officers
- Fundraisers
- Off Base Soliciting



AFI34-223 Private Org Program

What is a Private Organization (PO)?

- ◆ **Sec A. para 1. Private Organizations (POs):** Private Organizations are self-sustaining special interest groups, set up by individuals acting exclusively outside the scope of any official capacity as members of the Air Force or Federal Government, to include civilians, contractors, Air Reserve and Air National Guard members. They operate on Air Force installations with the written consent of the Installation Commander.



AFI34-223 Private Org Program

What is an Unofficial Activity (UA)?

- ◆ **Sec A. para 2.2:** Unofficial unit-affiliated activities (e.g., coffee funds, water funds, sunshine funds) are not considered Private Organizations, unless current assets (cash, receivables and investments) exceed a monthly average of \$1,000 over a three (3)-month period. On-hand inventory is not included in current asset calculations. Activities which exceed the asset limit (\$1,000) must become a recognized Private Organization, discontinue operations, or reduce its current assets below the \$1,000 threshold.
- ◆ UA fundraising activities are considered “FOR US, BY US” and **SHOULD NOT** conduct any base wide or off base events.



What is the Required Documentation

◆ ***New POs MUST submit six forms to the Non-Appropriated Accounting Office PO Monitors:***

- 1) Request for PO status
- 2) Constitution/Bylaws
- 3) Proof of Insurance or Insurance waiver
- 4) Record of Acknowledgement
- 5) Roster of Officials
- 6) Budget or Financial
- 7) Malmstrom AFB Name Request

Templates of all documents can be requested from the Private Org Monitors & are located on the J Drive / Private Organizations.

◆ ***Approving authorities:***

- 1) Staff Judge Advocate
- 2) FSS/CC
- 3) MSG/CC



What is the Required Documentation

◆ ***New UAs MUST submit three forms to the Non-Appropriated Accounting Office PO Monitor:***

- 1) Request for UA status
- 2) Roster of Officials
- 3) Budget or Financial

Templates of all documents can be requested from the Private Org Monitor.

◆ ***Approving authorities:***

- 1) Staff Judge Advocate
- 2) FSS/CC
- 3) MSG/CC



Records Updates

- ◆ **AFI34-223 Sec C. para 9.3.** The organization's request for certification must be resubmitted for review and approval every two years or when there is a change in the purpose, function, or membership eligibility of the Private Organization, whichever comes first and must be reviewed by the installation Staff Judge Advocate.
- ◆ **AFI34-223 Sec C. para 10.15. Private Organizations must have liability insurance unless the Installation Commander waives the requirement. (T-1)** This waiver authority may be delegated to the Mission Support Group Commander. No further delegations are authorized. (T-1) Insurance should be required unless the activities of the Private Organization are such that the risk of liability is negligible. Private Organization members must be made aware that they are jointly and severally liable for the obligations of the Private Organization. The absence of liability insurance places their personal assets immediately at risk in the event of Private Organization liability. Forward all waiver requests through the servicing legal office prior to approval. The commander or delegates may waive the requirement for continuous liability coverage; however, the approval document must advise the Private Organization 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.**



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. If PO is selling food, Public Health must be notified. A copy of the approved Public Health Temporary Food Booth Application should be provided with Fundraising Request **or** Public Health should sign the Fundraising Request.
5. Once the Fundraiser/Charity Legal Review has been approved by the Legal Office and 341 FSS/CC, the Private Org Monitor will E-Mail the approved documents to the POC of the event.
6. 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

Requirements for Fundraisers Continued:

7. Per AFI34-223 Para. 11.1.3. it's not permitted to use Government equipment and systems (e.g., installation Public Affairs Office or Wing Distro) to advertise fundraising events.



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 Do Not Contact List.
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 addresses.
 - 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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