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**51 FSS Osan AB**

**PO & Fundraising Handbook**

**Before submitting your application to 51 FSS/FSR,**

**You should ensure that you have read this handbook and AFI 34-223.**

**Template can be found on 51 FSS website.**

[**https://www.51fss.com/private-organizations/**](https://www.51fss.com/private-organizations/)

**12 Jul 22**

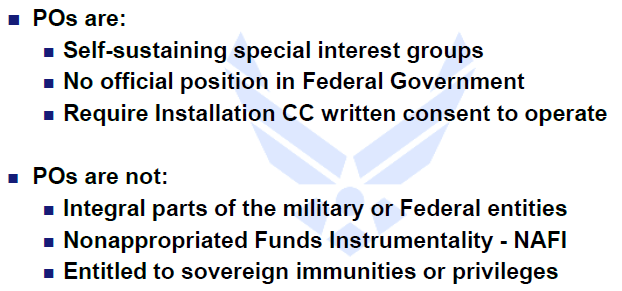
**▣ What is a Private Organization?**

POs may consist of service members and/or their families; POs are **self-sustaining special interest groups**, set up by individuals acting exclusively outside the scope any official capacity as service members and/or their families of the Air Force or Federal Government, to include civilians, contractors. They operate on Air Force installations with the written consent of 51 MSG/CC.

1. POs are not integral parts of the military service or federal entities. (**NON-FEDERAL ENTITIES -** not under the control of the Federal Government)
2. They are not Nonappropriated Fund Instrumentalities (NAFIs) as defined in AFI 34-201.
3. They are not entitled to the sovereign immunities and privileges given to the Air Force.
4. The organization whose current **assets exceeds a monthly average of $1,000 over a (3) three-month period**.
5. POs comprised of military personnel will ensure that members do not imply that their official rank or position impacts their PO-related duties and functions. PO functions will be separate and distinct from official military duties and functions.
6. DoD personnel CANNOT be on duty time to develop documents in support of PO’s. AFI 34-223, 1.3.2.
7. POs are not considered **“For Us, By Us” (FUBU)** fundraising entities within the meaning of JER Section 3-210. AFI 34-223, 1.3.1.
8. PO must submit the following documents initially then annually (B-G) thereafter. Constitution and By-laws are reviewed every two years or sooner if there is a change in the purpose or scope of activities (A).
9. Constitution and By-Laws.
10. Proof of insurance or request for waiver.
11. Liability insurance waivers acknowledgement signed by all members
12. Quarterly Financial Statements (all following 3 documents)

* Annual Proposed Budget for current fiscal year
* Balance Sheet for the end of the fiscal year
* Income-and-expense Statement with bank statement (3 months’ worth)

1. Quarterly Minutes of meetings
2. Current elected list of officers and points of contact.
3. Annual PO check list

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1. FSR will maintain a file on each PO and at the end of each fiscal year, will review each PO to ensure all financial statements, documents, records and procedures outlined in the PO Guide are followed and the organizations are in compliance with the permission of the 51 FW/CC or his/her delegee.

**▣ What is an Unofficial Activity / Unofficial Unit-affiliated Activity?**

Unofficial activities are small groups of individuals who are not required to be formally established as POs because their current assets (which includes cash inventories, receivables, and investments) do not exceed a monthly average of $1,000 over a 3-month period. **If an UA’s current assets exceed the $1,000 limit, it must become a PO, discontinue operations, or reduce current assets.** UAs follow the same general rules as POs with the exception that they are not required to have a constitution or file annual financial reports. However, while an annual report submission is not required, that does not eliminate the requirement for the UA to maintain financial records to ensure full accountability of amounts received and expended. It is the responsibility of the UA to initiate actions when their assets exceed the $1,000 limit. UAs fundraising are considered “For us, by us’ fundraising for the support of unit members and their family.

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| **Unofficial Activities (UA)**  *UA (Unofficial Activity) if there is not a unit commander to provide oversite* | **Unofficial Unit-affiliated Activities (UUA)**  *UUA (Unit Unofficial Activity) if there is a unit*  *commander to provide oversite* |
| 1. UAs are small groups of individuals who are not required to be formally established as POs because their current assets (cash, receivables and investments) do not exceed a monthly average of $1,000 over a three-month period. | 1. To collect funds for unofficial unit social event *(e.g., hail & farewells, holiday parties, golf tournament)* when funds must be collected and paid in advance to make arrangements for venues, catering, etc. Such funds collections are often referred to as flower funds, water funds, sunshine funds, coffee funds. 2. Unit commanders may approve unit UA fundraisers on the installation within the unit and only for the unit’s personnel. 3. Fundraising outside the unit requires 51 FSS/CC approval through PO coordinator. 4. Unofficial unit activities, although encouraged to do so, but are not required to implement financial management tools (budgets/financial statements/audits). At a minimum, UUAs will implement the following financial controls:  * *Maintain a two (2)-person accountability system for all cash transactions.* * *Submit a basic annual financial report to unit commander detailing income and expenditures throughout the year.* |

**If these UUA and UA funds collect and maintain a balance of more than $1,000 over a 3-month period,**

**The UUA and UA must apply to the 51 FSS for recognition as PO.**

**※ UAs and UUAs are NOT allowed to have raffles or games of chance.**

**For more details about fundraising, please refer to the following information ‘Fundraising Rules’.**

* Everything for PO business begins and ends with 51 FSS and Routing processes are required paperwork as the process takes a minimum of **30 business days** to complete.
* If the above annual review requirements are not submitted, the activity will not be considered current and cannot hold fundraisers.
* **NOTE**: AFI-34-223, 10.1., POs must prevent the appearance of an official sanction or support by the Department of Defense.

*- If you are currently using your PO title in your official signature block, it should be deleted.*

*- If you are using your official title in your PO correspondence, it should be deleted.*

* AFI 34-223 is the governing policy for establishing POs, unit unofficial activities and unofficial activities and contains guidance on their operation. Compliance with this AFI is mandatory.
* POs/UAs/UUAs must not engage in activities that duplicate or compete with activities of the AAFES or FSS NAFI service operation.
* Will not accept financial assistance from a Nonappropriated Fund Instrumentality *(NAFI)* in the form of contributions, repairs, services, dividends, or donation of money or other assets.
* Will not sell or serve alcoholic beverages under any circumstances on Air Force installations.
* Will not discriminate in hiring practices or membership policies on the basis of age, race, religion, color, national origin, disability, ethnic group, or gender.
* Will not use government resources *(including government email, photocopiers, computers, etc.)* unless specifically authorized by the installation commander or his/her delegee.
* Will not operate amusement machines, slot machines, or any other games of chance *(e.g., bunko, bingo, etc.)*
* Will not haze or harass *(either physically or mentally)* as part of their initiation rites.
* Will prominently display the following disclaimer on all print and electronic media mentioning the PO’s name confirming the PO is not part of the DoD. ***“*This is a Private Organization/ Unofficial Activity. It is not a part of the Department of Defense of its components, and it has no Governmental Status**
* POs/UAs/UUAs are prohibited from engaging in any conduct that has the effect of advertising for, making referrals to, or encouraging use of any commercial business concerns.

**Installation Commander:**

* The responsibilities outlined in this section have been delegated to the 51 MSG/CC.

**51 MSG Commander:**

* Provides limited supervision over POs. Their control lies in the power to authorize and withdraw authorization for these organizations to operate on Osan AB. They ensure compliance with the requirements of this instruction.
* Authorizes the establishment and operation of a PO and withdraws authorization to operate.
* Approves requests for fundraisers or may delegate this approval function to the 51 FSS/CC.
* Designates the 51 FSS/CC to monitor and advises on POs, UAs and UUAs.

**51 FSS Commander/ Director:**

* Monitors and administers the PO program.
* Directs the Resource Management Chief (51 FSS FSR/RMC) to keep a file on each activity.
* Ensures membership provisions and startup justification continue to apply.
* Advises the installation commander on PO changes, to include a recommendation to revoke or continue permission to operate.
* Approves all fundraising events on Osan AB. Installation Commander delegated authority.

**51 FW / JA (Base Legal Office):**

* Advises FSS on interpretation of applicable rules and advises on applications to establish PO, operation issues, etc.
* Review all requests to establish a PO, all PO constitution and by-laws and other similar documents, and all fundraiser request, and provides appropriate recommendation to the 51 FSS/CC and MSG/CC for approval or disapproval.
* Legal provides interpretation of law with recommendations. Legal provides legal advice to 51 FSS, not PO’s.

**51 FSS/FSR (Resource Management - PO Office / PO Monitor):**

* PO Coordinator routes request and acts a liaison.
* Administers PO program, coordinating requests for approval.
* Coordinates on all requests to establish a PO or unofficial activity. The purpose of this coordination is to maintain copies for maintenance of activity file.
* Conducts annual reviews of POs/UAs/UUAs.
* Maintains electronic files on each installation POs/UAs/UUAs to be reviewed annually to ensure compliance with regulations.
* The 51 FSS/CC designates 51 FSS/FSR to monitor activities and advise on PO related issues.

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| 1. POC | All requests for authorization to operate POs/UAs must be routed through the 51 FSS/FSR.  ★ Read AFI 34-223 PO Program, PO guidance 2019, and 51 FSS PO Handbook on the 51 FSS website.  These documents will provide necessary information. Go to the 51 FSS website **☞** Download PO document templates **☞** Complete all documentation, digitally sign the forms and e-mail to 51FSS.FSR@us.af.mil. | |
| 2. FSR | Ensures PO is compliant in all areas before signing request and sending to 51 FW/JA for review. | FSR reviews all documents submitted, and assures all information presented follows guidelines provided within the AFI 34-223. Processing stars in the FSR then is routed to the JA and the FSS/CC for review and then final MSG/CC. |
| 3. JA | All requests will be submitted for legal review to the 51 FW/JA. |
| 4. FSS/CC | Once the request is approved legally sufficient, the PO Coordinator will route the request to FSS/CC for approval. |
| 5. MSG/CC | 51 MSG/CC is the final approval authority.  Once the request is approved and signed by 51 MSG/CC, the FSR will notify the PO leadership. | |
| 6. FSR | Request packet will be returned to the FSR whether the requester has been approved and denied for the PO records. | |
| 7. POC | Please make sure to keep approved package in the PO continuity binder for record and have the future members know the details. | |

**If you fail to submit updated documents, your PO will be removed from the official PO list without notice.**

**Please ensure that notify the FSR of the intent to dissolve the PO and**

**prepare a time-phased action plan to do so.**

**Routing process are required paperwork as the process**

**takes a minimum of 30 business days to complete.**

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| * POs are those groups that operate on base with assets that exceed a monthly average of $1,000 over a 3 month period. * PO assets are monies and property in a PO or in its custody. These come from donations, dues, payments, or other receipts and may not be misused or combined with NAFI assets. * POs are not Federal entities and are not to be treated as such. * POs are required to submit the 7 annual documents to PO Office Monitors at[51FSS.FSR@us.af.mil](mailto:51FSS.FSR@us.af.mil) for review. * Approval is required for a PO to operate on base by the MSG commander. * All fundraising requests start and stop with FSR. * All PO must be established and up to date with required document submission to FSR. * Cannot act in any official capacity. * Must not use seals, logos or insignia of DoD, any DoD Component/organizational unit/installation. * Cannot perform act activity while on duty or in uniform. * Cannot use official government email to “GET THE WORD OUT” on fundraisers. * Cannot request or receive official endorsements of activities or fundraisers. * Installation CC can only allow or withdraw ability to operate on base. * Military/base leadership has no control over internal activities or structures of a PO. * Can fundraise on or off base so long as it is clear to members of the public that the PO is not representing the installation or the Air Force. AFI 34-223, 10.11 * PO should consult with 51 FSS/FSR PO Office before engaging in fundraising off the installation. AFI 34-223, 10.11 * Fundraisers limited to 3 per quarter. * Cannot solicit donations on base - except to their own members. * May solicit gifts and donations off base, making it clear that they are not part of the Air Force and using the disclaimer statement.   **“This is a private organization. It is not a part of the Department of Defense or any of its components and it has no governmental status.”**   * May freely accept gift/donations. * While considered NFEs, it is never appropriate to support/endorse fundraising efforts of private individuals and for-profit companies in an official capacity. * Logistical support cannot include support to fundraising or membership expansion efforts of NFEs. |

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| UAs and UUAs are not considered Private Organizations, unless current assets exceed a monthly average of $1,000 over a three (3)-month period. On-hand inventory is not included in current asset calculations. If their current assets exceeds a monthly average of $1,000 over a 3-month period, the activity must become a PO, discontinue on-base operations, or reduce its current assets below the $1,000 threshold.” They are still required to follow the same rules as a PO. | |
| **★UA** | * All fundraising requests start and stop with FSR. |
| **★UUA** | * Unofficial unit-affiliated Activities (UUAs) are such as Booster Clubs. *(e.g., coffee funds, water funds, sunshine funds)* * Requests start and stop with unit CC if their event will be held only in their unit, not base wide. * Unit affiliated Unofficial Activity fundraising are considered “For us, by us’. * Should not conduct any base wide or off base. UUA fundraisers on base, within the unit, and intended for unit personnel only. * Maintain a two (2)-person accountability system for all cash transactions. Submit a basic annual financial report to unit commander detailing income and expenditures throughout the year. * Can perform UA/UUA activities while on duty. |
| **UA/UUA Common Rules** | * AFI 34-223, Private Organization Program, is the governing policy for establishing POs/UUAs/UAs and contains guidance on their operation. Compliance with this AFI is mandatory. * Both require officer listing with contact info be provided to FSR. * Requires UA Letter to be kept on file at the 51 FSS/FSR. * Monthly average of $1,000 or less over a 3-month period * Both can perform UA/UUA activities while on duty. * Both can use govern email to inform members of the unit/organization of a fundraiser. Care must be taken not to appear as if unit leadership is making participation in the event non-voluntary. * Both can receive official endorsement of activities and fundraisers. * Leadership controls internal activities/structures of both UA and UUAs. * Both are limited to ONLY fundraise on base. No off-base fundraising or solicitation is allowed. * May not exceed 3 fundraiser per quarter. * Cannot solicit donations either on or off base. * Supervisors should not act as sellers of goods/services to avoid appearance of coercion or favoritism. * Both allowed to fundraise during CFC to support unit holiday activities with permission from FSS. * May accept unsolicited donations with concurrence of 51 FW/JA. |

Unofficial unit-affiliated activities (UAs) such as coffee funds, water funds, and sunshine funds are not considered Private Organizations (POs) unless all assets, excluding inventory, consistently exceed $1,000.00 a month.

**Should:**

* Obtain approval from the unit commander in advance of the fundraiser if the fundraiser will only extend to the unit’s personnel

and family members.

* Obtain approval from 51 FSS (51fss.fsr@us.af.mil) in advance of the fundraiser if the fundraiser will extend beyond the unit’s personnel and family members. For planning purposes, the approval process may take up to 20 business days.
* Select a fundraiser date outside of the Combined Federal Campaign and Air Force Assistance Fund campaigns *(typically Oct-Dec*

*and March-April)*. Limited exceptions may be granted.

* Minimize interference with the unit mission *(fundraising may be in uniform, during duty day)* by selecting a reasonable amount

of time and location for the fundraiser *(i.e. breakfast, lunchtime, breakrooms, community areas, etc.).*

* Ensure all participation is voluntary *(Commanders/Supervisors should not act as sellers).*
* Select a fundraising activity that does not duplicate or compete with an existing AAFES or 51 FSS Services operation.
* Obtain approval and training from 51 AMDS/SGPM Public Health *(784-4494).*
* Maintain a two-person accountability system for all cash transactions.
* Request the unit commander’s support of the fundraiser, if such support is desired.
* Request permission from the unit commander to advertise the fundraiser to unit members and family members *(not contractor employees)* through official Air Force communication systems such as e-mail and unofficial communication systems such as the unit’s social media webpage.

**Should not:**

* Request the use of base-wide splash screens or e-mails to advertise a fundraiser. Due to the high volume of fundraisers, Osan AB Public Affairs cannot accommodate requests to use these official systems for fundraiser advertisements.
* Conduct frequent or continuous resale activities *(excludes unit souvenirs)*.
* Fundraising off-base and soliciting on or off base for cash or gifts.
* Solicit contractor employees to participate in your fundraiser.
* Advertise for, refer to, or encourage the use a specific off-base business.
* Conduct gambling-type activities such as lotteries, raffles, or slot machines.
* Sell or serve alcoholic beverages.

**※ Should we be an unofficial activity or a private organization?**

IAW AFI 34-223 para 9.1, unit commanders must weigh the pros and cons of transitioning their unofficial activity into a private organization. As a general rule, unofficial activities’ fundraising efforts are considered “for us, by us” fundraising within the meaning

of JER section 3-210. On the other hand, unofficial activities are still federal entities and may not solicit gifts from outside sources or engage in off-base fundraising. Please consult AFI 34-223 on further details on what an unofficial activity or a PO can or cannot do to determine which would be the right for your organization.

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|  | **PO** | **UA** | **UUA** |
| **Qualification Requirements** | **1. Non-Federal Entities (NFE’s):**  Not under the control of the Federal Government | **1. Federal Entities (FE’s)**  Under the control of the Federal Government | **1. Federal Entities (FE’s)**  Under the control of the Federal Government |
| **2. Can be a FUBU type org, but organized as a PO**  Military affiliated organizations or booster clubs | **2. Must be a FUBU type organization**  Military affiliated organizations or booster clubs | **2. Must be a FUBU type organization**  : Military affiliated organizations or booster clubs |
| **3. Can also be a non-FUBU type org**  Private individuals, public companies, non-profits orgs, military support orgs, etc. | **3. There is no unit commander to provide oversite**  A group that does not meet the criteria to be a PO nor is part of a single unit. | **3. There is a unit commander to provide oversite**  Social funds such as coffee funds, water funds, sunshine funds, etc. |
| **4. Monthly Assets (cash, inventories, receivables, and investments)**  : **More** than $1,000, a monthly average over a 3 month period. | **4. Monthly Assets (cash, inventories, receivables, and investments)**  : **Less** than $1,000, a monthly average over a 3 month period. | **4. Monthly Assets (cash, inventories, receivables, and investments)**  : **Less** than $1,000, a monthly average over a 3 month period. |
| **IAW AFI 34-223 para 9.1, Unit commanders must weigh the pros and cons of transitioning their unofficial activity into a private organization.**  **As a general rule, unofficial activities’ fundraising efforts are considered “for us, by us” fundraising within the meaning of JER section 3-210.**  **On the other hand, unofficial activities are still federal entities and may not solicit gift from outside sources or engage in off-base fundraising.** | | | |
| **With FSS Relationship** | **High** | **Low** | **Long Distance** |
| **Approval authority to operate** | **51 MSG/CC** | **51 FSS/CC** | **Unit CC (cc 51 FSS/FSR)** |
| **Fundraiser approval**  **authority on base** | **51 FSS/CC** | **51 FSS/CC** | **Unit CC**  IN UNIT: Unit CC  OUTSIDE UNIT: FSS CC |
| **Allowed to fundraise off base** | **YES**  51 FSS/ CC Approval | **Not allowed** | **Not allowed** |
| **Government Entity** | **NO**  External | **YES**  Internal | **YES**  Internal |
|  | **PO** | **UA** | **UUA** |
| **“For us, by us” within**  **the meaning of JER** | **NO**  Even if definition of FUBU is met | **YES** | **YES** |
| **Raffles allowed** | **Depends on legal decision** | **Not allowed** | **Not allowed** |
| **# of fundraisers calendar quarter**  **Q1(Oct, Nov, Dec) / Q2(Jan, Feb, Mar)**  **Q3(Apr, May, Jun) / Q4(Jul, Aug, Sep)** | **3** | **3** | **No cap** |
| **Cap on Funds** | **No** | **$1000** | **$1000** |
| **Allowed official endorsement** | **NO** | **YES** | **YES** |
| **Allowed to use official**  **e-mail to advertise fundraisers** | **Not allowed** | **YES**  (Within Membership) | **YES**  (Within Unit) |
| **Allowed to fundraise**  **in uniform** | **NO** | **YES**  (Short Duration) - Limited! | **YES**  (Short Duration) - Limited! |
| **Allowed to fundraise**  **during duty hours** | **NO** | **YES**  (If no mission impact) - Limited! | **YES**  (If no mission impact) - Limited! |
| **Allowed to solicit on base** | **NO** | **NO** | **NO** |
| **Allowed to solicit off base** | **YES** | **NO** | **NO** |
| **Allowed to accept unsolicited donations from off base** | **YES** | **51 FW/JA**  (gift to the AF as these activities are Federal Entities) | **51 FW/JA**  (gift to the AF as these activities are Federal Entities) |
| 1. Do not make direct solicitations for donations from non-members on base.  2. Do not directly solicit cash donations for their organizations on base.  3. Not authorized to solicit gift, but may accept gifts and donation from outside sources.  4. Prohibited from actions which might make it appear that the installation is endorsing or giving special treatment to the donors involved. | | | |
| **Constitution & Bylaws** | **Every 2 years** | **Not Required** | **Not Required** |
| **Insurance Waiver or Proof of Insurance** | **Annually** | **Not Required** | **Not Required** |
| **Liability insurance waivers acknowledgements signed by members** | **Annually** | **Not Required** | **Not Required** |
| **Annual Proposed Budget for Current Fiscal Year** | **Annually** | **Annually to FSS** | **Annually to Unit CC** |
| **Financial Statements**   1. **Balance Sheet** 2. **Income and Expense Statement with bank statement** | **Quarterly/Annually** | **Annually to FSS** | **Annually to Unit CC** |
| **2 Person accountability for cash transactions** | **Only if stated in C&B** | **Required** | **Required** |
| **Meeting Minutes** | **Quarterly** | **Not Required** | **Not Required** |
| **The list of officers** | **After each election / When changed** | **After each election / When changed** | **Min of 2 current POCs to FSR** |
| **Check List** | **Annually** | **Annually to FSS** | **Annually to FSS** |

In order to conduct activities and become recognized as a PO on Osan AB, organizations must submit an application. An application is a packet of specified documents and are as described below. Requestors are responsible for maintaining a copy of their entire submission. The PO must submit a written constitution and bylaws, proof of liability insurance or appropriate waiver, and a current list of officers to the 51 FSS/FSR PO Coordinator who will review and coordinate with 51 FSS/FSR, 51 FW/JA and 51 FSS/CC before submitting to the 51 MSG/CC for final approval. The approved documents will be returned to 51 FSS/FSR for filing which will then provide a copy of the approval to the requestor.

Please make sure to keep approved package in the PO continuity binder for record and have the future members in charge of the PO know the details. One of PO Officers is responsible for maintaining a copy of their entire submission in their continuity binder for PO documents and fundraiser request forms. The Constitution and Bylaws are not in effect until signed by 51 MSG/CC.

Read AFI 34-223 Private Organization (PO) Program, Operation Instruction for PO Program, and PO guide. These documents will provide necessary information in regards to the purpose, responsibilities and guidance PO’s are obligated to follow throughout their operation.

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| **FOR PRIVATE ORGANIZATION** | | |
| **New POs MUST submit 7 forms to the FSR** | | **Coordination** |
| 1 | Constitution and by-laws | ★PO Coordinates here first:   * 51 FSS/FSR Org Box   ★Done for you:   * 51 FW/JA * 51 FSS/CC * 51 MSG/CC * Approval Email |
| 2 | A copy of current liability insurance certificate or Insurance Waiver Request |
| 3 | Liability Insurance Waivers Acknowledgement signed by all members |
| 4 | Quarterly Financial Statements (Provide all 3 documents below)  1. Annual Proposed Budget for current fiscal year  2. Balance Sheet for the end of the fiscal year  3. Income and Expense Statement with Bank Statement (3months’ worth) |
| 5 | Quarterly Minutes of meetings (3months’ worth) |
| 6 | Current elected list of PO Officers and points of contact  → *Must be submitted if there has been any change in officers!* |
| 7 | Initial PO Check List |

**※ Note that POs are responsible to keep a copy of their entire submission for their records in their PO continuity book. A private organization must also be in good standing during the operating year.**

In order to conduct activities on Osan AB, UAs must submit 4 require documents.

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| **FOR UNOFFICIAL ACTIVITY** | | |
| **New UAs MUST submit 4 forms to the FSR** | | **Coordination** |
| 1 | Unofficial Activity Status Request | ★PO Coordinates here first:   * 51 FSS/FSR Org Box   ★Done for you:   * 51 FW/JA * 51 FSS/CC * Approval Email   ★Unofficial Activity:   * Assets are less than $1K * “For the unit, by the unit” type of activities. (FUBU) * If assets are at or above $1K over any 3-consecutive month period, UA must become PO, discontinue on-base operations, or reduce current assets to below that threshold. |
| 2 | Financial Statements  1. Annual Proposed Budget for current fiscal year  (Maintain a two-person accountability system for all cash transactions) |
| 3 | Current List of PO Officers |
| 4 | Initial UA Check List |

**※ Note that UAs are responsible to keep a copy of their entire submission for their records in**

**their UA continuity book.**

Annually, each PO and UA must provide an annual report to the 51 FSS/FSR. The purpose of this report is to ensure that the activity has implemented fiscal disciplines to safeguard and account for funds, as well as to update records with current officers, constitution, etc.

This report is due within 30 days after the end of the fiscal year. Each activity determines when their fiscal year will conclude. All documents are to be submitted to the PO coordinator (51 FSS/FSR) to coordinate for approval and filed in the organization’s historical folder.

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| **PRIVATE ORGANIZATION** | | |
| 1 | Constitution and by-laws | 1) Update required **every 2 years** or 2) When there is a change in the purpose, function, or membership eligibility of the PO. (The only time they'd need to resubmit in those instance is if there is a new or deleted position. if they elect the same positions each time (president, vice president, etc), it's fine. But if they add a new position or they want that person to be a member of the executive council as opposed to a temporary committee head, then they should technically revise their C&B to reflect the new position.) |
| 2 | A copy of current liability insurance certificate or Insurance Waiver Request | Annually updated |
| 3 | Liability Insurance Waivers Acknowledgement signed by all members | Annually updated |
| 4 | Quarterly Financial Statements (Provide all 3 documents below)  1. Annual Proposed Budget for current fiscal year  2. Balance Sheet for the end of the fiscal year  3. Income and Expense Statement with Bank Statement (3months’ worth) | Quarterly / Annually updated |
| 5 | Quarterly Minutes of meetings (3months’ worth) | Quarterly / More often is optional |
| 6 | Current elected list of PO Officers and points of contact | Due whenever a board position changes |
| 7 | Annual PO Check List | Annually updated |

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| **UNOFFICIAL ACTIVITY** | | |
| 1 | Unofficial Activity Status Request | Annual |
| 2 | Financial Statements  1. Annual Proposed Budget for current fiscal year  (Maintain a two-person accountability system for all cash transactions) | Annual |
| 3 | Current List of PO Officers | Due whenever a board position changes |
| 4 | Annual UA Check List | Annual |

**※ If the above document are not submitted in a timely manner, the activities are subject to the following restrictions:**

- Result in suspension of the activity’s fund raising authority until it is submitted.

- You will have to re-accomplish a whole new one.

**※ If you have a copy of current liability insurance certificate, please submit it us to keep on file for record.**

**3. Liability Insurance Waivers Acknowledgement**

PO members must be made aware that they are jointly and severally liable for the obligations of the PO. The absence of liability insurance places their personal assets immediately at risk in the event of PO liability. Also their understanding of the liability must be documented. In order to be legally sufficient, all PO members must sign on it.

**2. Liability Insurance**

POs must have liability insurance unless the installation commander waives the requirement. This waiver does not negate the PO’s liabilities. The waiver says the PO does not normally conduct functions for which there is a danger damage to property or individuals. In the absence of insurance the PO and their members assume the liability. Liability insurance should be required unless the activities of the PO are such that the risk of liability is negligible. The commander or delegates 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 re-evaluated annually. Request must be submitted one month before expiration. Every PO must have either liability insurance or an insurance waiver on file *(Available if PO only engages in activities with negligible risks)*. Even if a PO has an insurance waiver, insurance is required if conducting ANY activity that has more negligible risk injury. POs must have liability insurance unless the installation commander waives.

POs may be required to purchase additional liability insurance if they sponsor a high-risk activity.

**1. Constitution and By-laws**

Constitutions are valid for two years once it has been approved.

Please submit your new C&B 4 weeks prior to constitution expiration in order to allow enough time to be approved through the proper chain of command.

**4. Financial Reporting (1)**

★Tools used in this financial management process include **Budgets** and **Financial Statements**. *(If not, The Installation Commander should request an audit from the Air Force Audit Agency, which may schedule the review within available resources.)*

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| --- | --- | --- |
| **Annual Budget** | Budgets are logical, detailed plans for operations that are expected to occur, expressed in dollars for the year *(may be broken down by month and quarter)*. Budgets project activities *(income and expense)*, as well as planned capital purchases *(equipment and property)*. Comparing actual results with the budget helps indicate management performance. The purpose of a budget is to establish and define financial objectives and to outline plans to achieve those goals. | |
| Typically, 2 different reports are associated with the financial statements. | | |
| **Financial Statements** | **1. Balance Sheet** | The balance sheet accounts for total assets *(e.g. cash, accounts receivable, property, etc.)* and is a statement of financial condition *(assets versus liabilities and net worth)* at a specific point in time. |
| **2. Income and Expense Statement** | This statement provides a financial breakdown of revenue *(e.g. dues, sales, fees, etc.)* and expenditures *(e.g. donations, awards, luncheons, etc.)* for the period, **usually monthly**. Use an income and expense statement, either on an accrual or cash basis, to show actual monetary events that have occurred during the period. |

**※** Fiscal years run: PO can report based on their own FY.

(If ever you are confused which FY you fall in, please see your constitution)

**Each PO must submit ‘’an annual income and expense statement’’ either on an accrual or cash basis**, “**a balance sheet” that accounts for total assets, liabilities and net worth (equity) of the PO’s financial condition on given date**.

Depending on annual income, POs must also undergo audits and financial review at the PO’s own expense.

**4. Financial Reporting (2)**

Private Organizations must properly plan and adequately control the money aspects of their goals and objectives, including cash and other assets. POs must use **Budgets** and **Financial Statements** as financial management tools.

PO with certain levels of gross annual revenue must undergo audits and financial reviews at the PO’s own expense:

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| --- | --- | --- |
| **★Private Organizations** | **Accountants** | **Certified Public Accountants** |
| Provide | Perform | Perform |
| Annual Financial statements | Financial Reviews | Audits |
| NLT 20 days after the end of  the PO’s fiscal year. | Annually | Annually |
| If the PO’s Gross Annual Revenues total | | |
| **≥$5,000 ~ <$100,000** | **≥$100,000 ~ <$250,000** | **≥$250,000** |
| Private Organizations must implement internal control procedures that ensure:   1. Adequate segregation of duties. 2. Proper procedures for authorizations. 3. Adequate documents and records. 4. Physical control over assets and records. 5. Independent checks on performance. | The Audit *(which generally provides more detailed information)* and the Financial Review must verify the Private Organization has:   1. A uniform system of accounting. 2. Consolidated reports of the accounting system into meaningful summaries. 3. Identified areas of weakness and plan(s) for corrective action. | |

**★Bank Account for PO**

In order to open a bank account, the Private Organization will need approved Constitution and Bylaws with approved Insurance Waiver signed by 51 MSG/CC. A president of PO should visit the bank to open a bank account with the documents.

**6. Current List of PO officers**

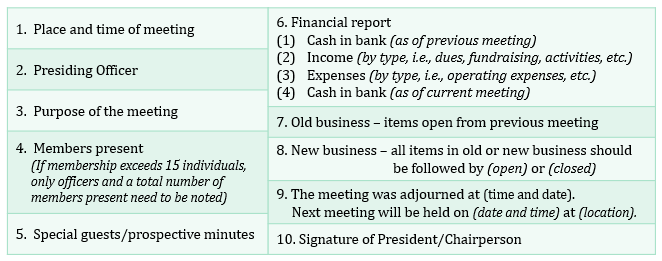
New list of Officer’s and board of governors of the organization must be submitted to the PO monitor so that those members can be duly notified in a timely manner during emergencies, and so they can be contacted by persons interested in becoming a member of the organization. The information is privileged and cannot be disclosed without your consent. You cannot serve as an officer or on the board of governors if the information is not provided to the 51 FSS/FSR. In addition, failure to disclose this information will preclude the inclusion of your organization in any fund raising events, and any51 FSS advertising/publicity efforts.

Each PO must submit a current list of officers and all relevant point of contacts.

**5. Minutes of Meeting**

Minutes should be prepared for each meeting in order to maintain continuity in the operation of the PO. This includes, but is not limited to, general membership meetings, Board of Directors/Officers’ meetings, special meetings, etc. The secretary and president (or representatives) must sign minutes. All minutes will be forwarded to 51 FSS PO Monitor for review NLT 10 days after every meeting. Meeting minutes should be submitted for every meeting held. This includes any meeting to discuss fundraiser events and new officer elections.

※ Minutes will include the following information.



If the name of the POs/UAs uses the name or abbreviation of the DoD, Air Force organizational unit, or installation *(e.g., includes USAF, 7 AF, Osan AB, etc.)*, the organization’s status as a PO must be apparent and unambiguous by its name. If the POs/UAs name will use the name or abbreviation of the installation or organizational unit *(e.g., Osan AB Runners or 51 LRS Booster Club)*, the PO must obtain written approval from the 51 FW/CC or delegated authority before using the name. If the POs/UAs name will use the name or abbreviation of the DoD or Air Force *(e.g., USAF Booster Club)*, the PO’s request must be routed through the AETC/A1S to HQ AFSVA/CDM.

**POs and UAs will conduct all of their activities and functions according to the following rules.**

* Will not discriminate in hiring practices or membership policies on the basis of age, race, religion, color, national origin, disability, ethnic group, or gender.
* Will ensure its members conduct all activities, including fundraisers, in their private personal capacities *(i.e., not while on duty, not in uniform, etc.).*
* Will not use government resources *(including government email, photocopiers, computers, etc.)* unless specifically authorized by the installation commander or his/her delegee.
* POs/UAs will not operate amusement machines, slot machines, or any other games of chance *(e.g., bunko, bingo, etc.)*
* Are prohibited from engaging in any conduct that has the effect of advertising for, making referrals to, or encouraging use of any commercial business concerns.
* Will not haze or harass *(either physically or mentally)* as part of their initiation rites.
* Will not accept financial assistance from a Nonappropriated Fund Instrumentality *(NAFI)* in the form of contributions, repairs, services, dividends, or donation of money or other assets.
* Will not sell or serve alcoholic beverages under any circumstances on Air Force installations. *AFI 34-223, paragraph 10.14*.
* Will prominently display the following disclaimer on all print and electronic media mentioning the PO’s name confirming the PO is not part of the ***DoD:*** In accordance with AFI 34-223, Paragraph 10.1.2.3. POs must prominently display the following disclaimer on all print electronic media mentioning the POs name confirming that the PO is not part of the DoD: ***“This is a Private Organization/ Unofficial Activity. It is not a part of the Department of Defense of its components, and it has no Governmental Status.”***

Logistical Support for PO’s and UA’s is limited as follows:

* POs must furnish their own equipment, supplies, and other materials.
* Neither NAF nor APF can be used to support such activities.
* May be provided space for meetings of reasonable duration and frequency subject to the following;
* PO’s and unofficial activities must reimburse for services *(to include utilities)* when facility is used other than on an occasional basis *(unless authorized by an AF directive)*.
* PO’s and unofficial activities must reimburse for any additional costs incurred by the AF resulting from such use, e.g., incremental increases in maintenance and janitorial expenses.

When an activity decides to disband or shut down *(or merge with another)*, it must:

* Use its funds to satisfy any outstanding debs, liabilities, or obligations. *(Any unpaid obligations remain the responsibility of the PO or unofficial activity members)*
* Dispose of the residual balance as decided by the PO membership.
* Before dissolution of a PO, the incumbent official will notify the 51 FSS/FSR of the dissolution and certify that all liabilities have been satisfied and the PO’s residual assets have been properly accounted for and disposed.
* The organization must submit documentation from the bank, showing the account has been depleted and closed.
* Submit a Request for Dissolution *(sample available on the website)* and a copy of final meeting minutes to 51 FSS/FSR PO Coordinator for routing and notification to the 51 FSS/CC.
* Upon receipt and acknowledgement of the notification to dissolve, the PO monitor will notify the POC requestor for their records.
* 51 FSS/FSR will remove the PO from PO Listing.

The list below is a list of common issues that we see when legal review a Private Organization.

* **Using rank on documents** - *Do not use rank anywhere since PO is not integral parts of the military service or federal entities.*
* **Sending the documents to legal office prior to coordination with 51 FSS/FSR**
* **Failure to or improperly display the disclaimer on all print and electronic media**
* **Not adapting and editing the constitution and bylaws so that they pertain specifically to the private organization**

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| **1. POC** | * All Fundraising event must be routed through the 51 FSS/FSR before the event can take place. * PO member fills out fundraising request thoroughly and as detailed as possible. * PO/UA should be in good standing and records up to date with FSR. * Sends request documents 3 weeks prior to the date of the fundraiser. |
| **2. 51 FSS/FSR** | * Ensures PO is compliant in all areas before signing request and sending to 51 FW/JA for review. * Coordinates on all fund raising requests. The purpose of this coordination is to verify that activity files are current. |
| **3. 51 FW/JA** | * Conducts a legal review of the fundraiser to ensure they are in accordance with AFI 34-223 and AFI 36-3101. * Provides appropriate recommendation to 51 FSS/CC for approval or disapproval. |
| **4. 51 FSS/CC** | * Once the request is approved legally sufficient, the PO Coordinator will route the request to the 51 FSS/CC for final approval. * Please note the FSS/CC is not required to approve request even if FSR and JA concur with approval. |
| **5. 51 FSS/FSR** | * Fundraising request will be returned to the 51 FSS/FSR PO office whether the requester has been approved and denied for the PO records. * Once it is approved, PO coordinator will issue the Fundraiser License that must be posted on the event site. * The PO Requester will receive the approved request form and the license by email. |
| **6. POC** | * The fundraising license must be posted on the event site. * Maintain copy and approved fundraiser request form in the PO continuity binder. |

**If the license isn’t present on your event spot, the event will be shut down immediately.**

**Do Read the Following Information Prior to Filling out Your Request**

* All fundraising requests must be submitted **at least 3 weeks** prior to the projected event. Approval process can take up to 3 weeks. Only electronic submission is accepted. Digital signatures on all documentation is required.
* No request will be processed before **15 business days**. Please understand that FSR cannot rush anyone for any PO business. No individuals sent directly to the legal office and 51 FSS commander section for approval of PO business.
* No soliciting/advertising is allowed until you have written approval from the 51 FSS/CC.
* Prior to the submission of a fundraiser request, PO must have current paperwork on file, to include C&B, Insurance Waiver, Financial Statements, Budget, Elected officials, and Meeting minutes with 51 FSS/FSR PO coordinator. The request will NOT be routed for approval if the PO does not have up to date files with the FSR PO Monitor. All organizations must be established and up to date on Annual Review/with required document submission.
* POs must have liability insurance unless the Installation Commander or designee waives the requirement. AFI 34-223, 10.15.
* All fundraisers require prior approval whether they are ON base.
* POs and UAs are authorized up to three(3) fundraising events per calendar quarter. - including for us by us fundraisers

*(Quarters are as follows: Jan-Mar, Apr-Jun, Jul-Sep, Oct-Dec)*

* A fundraiser should only be one day in length or two days in length if the PO or UA plans on holding only one fundraiser that quarter.

* Fund-raising activities may not be conducted by military members or civilian employees during their duty time. Military members may not engage in fund-raising activities while in uniform. Ensure all participation is voluntary. *(Commanders/Supervisors should not act as sellers)*
* Select a fundraising activity that doesn’t duplicate or compete with an AAFES or FSS NAFI services NAFI operation. *(i.e. selling beverages outside of the BX, selling food outside of O-club) AFI 34-223, 10.8*
* Fundraising events involving food and beverages *(excludes bottled water, canned drinks, and uncut fruits)* must be approved by the Public Health Office. Approval must be submitted with fundraiser request form.
* Any food service operations on Air Force installations must comply with AFI 48-116, Food Safety Program, and be coordinated with the Public Health Office. Also, Fundraisers selling food requires **a Food Sale Request Form** through Public Health. Not everyone working at the fundraiser event is required to have Public Health Food Handler’s training. One POC for the event may attend the training and then brief the rest of the personnel that will be working.
* All fundraisers must be coordinated with the building custodian.
* Unless the FSS Facilities are being compensated, regulation prohibits POs profiting from the use of FSS facilities.
* The sale of alcoholic beverages on AF installations is prohibited. AFI 34-223, 10.14
* Soliciting donation on base is prohibited. AFI 34-223, 10.19.1. If the PO is giving items for free and not soliciting for funds in return then this is not a fundraiser. As long as there is nothing monetary exchanged between individuals and POs, a request for fundraising is not necessary through 51 FSS/FSR PO Office.
* The event will not operate amusement machines, slot machines, lotteries, raffles, games of chance, or other gambling-type activities.
* Include a copy of advertisement. *(Do read* ***‘Advertisements’*** *next page!)*  Youcannot advertise or post flyer in work place.
* POs may NOT use DoD Communication resources (e-mail, telephones, internet, copiers, etc.) to promote an event. POs must furnish their own equipment, supplies, and other materials. LIMITED SYSTEM: AFI 34-223 para 11.1.3

**FOR EMAILS:**  Message will not be sent as a base-wide email.

**EXCEPTION:** Emails can only be sent to your organization’s activity members or your first sergeant and cannot exceed 10 MB. You cannot include prices for your event in an email message, but it can be on an attached flyer.

* Fundraisers cannot be for personal financial gain.
* Select a fundraiser date outside of the CFC or AFAF campaigns. *(Typically, Oct-Dec and Mar-Apr)* The fundraising event cannot be held during CFC or AFAF campaigns. *(****See the instruction page #7****)*
* The fundraising process ends upon receipt of **Fundraising License** from PO Office. Unit Commanders approve UUA activity fundraisers on base within the unit, and intended for unit personnel only. Unofficial activities not related to unit and PO’s must still request and receive 51 FSS approval for fundraising.
* It is the responsibility of the PO to keep all documentation in support of any given fundraising event on file.
* Do not confuse PO events with official government events. If the PO is paying for the event, then it is not an official function.
* What is a Fundraiser?

= Any items or services that you may have to charge

= Any event where money changes hands for services / Money exchanges for monetary “donations” (drop what you want in a can)

= An activity that would increase the financial standpoint of the org

= Be handling money for charge

* AFI-34-223, 10.1., Private Organizations must prevent the appearance of an official sanction or support by the Department of Defense. -- If you are currently using your private organization title in your official signature block, it should be deleted. -- If you are using your official title in your private organization correspondence, it should be deleted.
* Do get 51 FSS Approval through FSR, PO office by email for all fundraisers
* UUAs: do not need to request through 51 FSS
* POs and UAs: must through 51 FSS
* Do read all of the instructions on the Fundraiser Request Form.
* Do write a comprehensive email describing your fundraising event to submit with the Fundraiser Request form. This will streamline the process.
* Do submit copies of all potential advertisements / flyers / posters with the fundraising request form.
* DON’T THINK THAT BECAUSE YOU’VE SEEN IT DONE BEFORE HERE, OR SEEN IT DONE AT ANOTHER INSTALLATION, THAT IT WAS IN COMPLIANCE WITH THE AFIs AND JOINT ETHICS REGULATION. Just because something was done in the past does not mean that it is now permitted. If past activity violated the rules, it cannot be used as precedent to authorize such action in the future.
* 51 FSS large events such as Liberty Fest, and Airpower day are conducted by CPPO. The slots will be managed by CPPO and will be open to POs on a first come, first serve basis until all slots are filled. POs/UAs must submit a fundraising request form to CPPO and PO Coordinator no later than two months prior to the scheduled event. POs will not assume proposed fundraising events will be approved. Fundraising events shall not be conducted until the PO has obtained written approval from the 51 FSS/CC. A copy of the approved fundraising request form must be on site during the fundraising event.

AFI 34-223, 11.1.3. **The use of government email for other than official purposes is extremely limited.**

Government email *(e.g., weekly upcoming events email from the installation Public Affairs Office)* may be used to inform Airmen of PO events of possible interest to the unit and its families *(e.g., regular meeting of the unit-affiliated spouses’ club)*. **Official email should not be used to advertise PO fundraiser *(and membership)* events** unless the primary purpose of the communication is for other than support of the POs efforts, but rather to notify unit Airmen of a local event of possible interest *(e.g., lunchtime sale of food in a public area adjacent to the unit’s geographic footprint).*

* POs are not permitted to advertise fundraisers to individuals outside their PO via government channels without written permission from Wing Commander.
* Government email must not be used to advertise PO fundraisers and membership drives, support events, or any other reason related to PO. Government email must not be used in furtherance of PO event and advertisement of the event may not appear to be an official AF or Osan endorsement of the event.
* We understand that it is couched as a volunteer opportunity, but because it is to support a fundraiser, it is not allowed.
* Government email may be used to announce guest speakers at a meeting or general membership meeting; this is not to be confused with a membership drive which is prohibited.
* Options for advertising are spreading the word informally through other POs, purchasing ads in the base newspaper, base magazine, posting advertising where all public notices are allowed such as a general notice bulletin board at the discretion of the facility.
* If you want to notify airmen of events or meetings, POs can contact the Public Affairs Office for more information in regards to their advertising limitations. The following disclaimer must be provided in all verbal communication and public announcements to include Fundraisers per AFI 34-223, **"This is a private organization. It is not a part of the Department of Defense or any of its components and it has no governmental status."**
* All PO adverts must prominently display the PO disclaimer *(min. 14pt font)*: **“THIS IS A PRIVATE ORGANIZATION. IT IS NOT PART OF THE DEPARTMENT OF DEFENSE OR ANY OF ITS COMPONENTS AND IT HAS NO GOVERNMENTAL STATUS.”**
* Do not use any official information. *(Official DoD or unit seals, rank, title, duty email address, official letterhead, and duty phone number, etc.)* Names without rank, cell phone numbers and personal emails are encouraged. Official seals, logos or insignia of your organizational unit may NOT be used in PO letterhead, correspondence, titles, meeting minutes or in association with PO program, locations or activities.
* No advertising is allowed until you have written approval from the 51 FSS/CC. All adverts must be approved prior to posting. This includes Bulletin, Social Media, Facebook pages, and Un-official email requests. Do not forget disclaimer.
* Do not advertise without approval and remember to submit at least 3 weeks prior to when your PO wants to begin advertising the event to allow for the approval process to complete.

※ The Air Force has 2 official fundraising campaigns: **CFC** and **AFAF**

* Please keep in mind no fundraisers are authorized during AFAF and CFC.
* No requests will be received or approved during these times

UNLESS **1)** **they directly benefit AFAF or CFC** **2) the fundraiser funds be used for squadron holiday parties**.

1. AFI 36-3101, 4.8.11. Organizations that wish to conduct a fundraiser that would be open to non-members during the CFC are able to do so, but the profits would have to be donated to the CFC.
2. AFI 36-3101, 5.1. The CFC unit party exception only applies to “support unit holiday parties” ☞ Only Unofficial Unit-affiliated Activities *(such as squadron booster club)* can fundraise during the CFC within their units. Fundraising by PO’s not affiliated with squadron during this time is not allowed.

* Fundraising events for employee organization welfare funds that will be held away from the workplace may be held during the CFC or AFAF, as long as it does not detract from the CFC or AFAF campaigns, and the fundraiser has been approved. Because of the annual timing of the campaign, ad hoc fundraising to support unit holiday parities is allowed during the CFC.
* Unit commanders may approve all Unofficial Unit-affiliated Activity (UUA) fundraising.
* These campaigns are allowed to be conducted during duty hours, in the workspace, by members in uniform.
* Other than three 3 events, all fundraising and drives on base can only be conducted by PO or UA (UAs or UUAs) that are in good standing.
* Fundraising done exclusively for the campaign does not conduct as a fundraiser for your organization.

**※ Rules governing PO/UUA/UA fundraising during AFAF and CFC are found in AFI 36-3101.**

In-Kind Collections. As a general rule, in-kind collections, such as winter clothing donations, toy “drop-offs” and canned food “drives,” are not fundraising within the meaning of Joint Ethics Regulation Section 3-210. However, many of the same rules should be followed in order to avoid Air Force entanglement with private philanthropic endeavors. Unless these are official Federal programs *(e.g., Feds Feed Families, Toys for Tots)*, official communication systems should not be used to advertise these opportunities for in-kind donations. Collection points should be located in common areas *(e.g., hallways, break rooms)* and collections should be transported by involved personnel, out of uniform, and on off-duty time. Cash and gift card donations should be discouraged as should contractor employee donations. In-kind collections such as those for sundries for deployed unit members or employee baby shower gift baskets should be handled similar to subparagraph 5.3.3.2. funds’ collections.

* **Donation (Not Fundraiser)**:

If the PO is giving items for free and not soliciting for funds in return then this is not a fundraiser. As long as there is nothing monetary exchanged between individuals and POs, a request for fundraising is not necessary through 51 FSS/FSR PO Office.

* According to the AFI, you cannot solicit for donations on a military installation without permission of the installation commander. POs must not any solicitation asking for monetary contributions or cash. AFI 34-223, para 10.19.1.3.: Private Organizations will not solicit direct monetary gifts or donations on base. Off-base solicitations must clearly indicate that they are for a Private Organization and not for the base or any official part of DoD, USAF, or Osan AB.
* **Donation (Fundraiser)**:

If the PO is giving items and PO is going to accept donations, they must describe how they are going to solicit the donations and submit a fundraiser request to 51 FSS/FSR PO Office. According to the AFI, you cannot solicit for donations on a military installation without permission of the installation commander.

* **During AFAF and CFC**:

No requests will be received or approved during these times UNLESS **1)** they directly benefit AFAF or CFC **2)** the fundraiser funds be used for squadron holiday parties during CFC.

* + - Private Organizations (POs), Unofficial Unit-affiliated Activities (UUAs), and Unofficial Activities (UAs) **may** accept gifts and donations from outside sources. *(Unsolicited donations can occur at any time)* However, **may not** make direct solicitations for donations or directly solicit cash donations or monetary gifts **on base**. AFI 34-223, 10.19.1
* UUAs and UAs **may not** solicit gifts from outside sources or engage in off-base fundraising. UUA and UAs are not allowed to solicit donations off base on/off base at any time.
* **Off-base** solicitations must clearly indicate that they are for a PO, and not for the base or any official part of the Air Force.

UAs and UUAs **is not allowed** to solicit **off-base**.

**Donation & Solicit (2)**

* POs **will not** provide **on-base** advertising in exchange for gifts and donations *(this does not preclude a PO from acknowledging a gift or donation by letter or during an on-base event or ceremony attended primarily by PO members)*.
* Do not advertise the name or logo of a company that donated prior to your event. (example: don’t distribute a poster, flyer or email stating to come to the event and win a gift from the company.)
* Donor/gift recognition **may not** be made publicly. POs, UAs, and UUAs are prohibited from actions, which make it appear that the installation is endorsing or giving special treatment to the donors/givers involved. Recognition of the gift or donation **can** only be made to members of the PO or those present at an event benefiting from the donation/gift.
* Do not promise a business anything in return for a gift or donation. (It's just a donation or gift.)
* POs and unofficial activities operating on an AF installation are prohibited from engaging in any conduct which has the effect of advertising for, making referrals to, or encouraging use of any commercial business concerns.
* Commercial sponsorship is not authorized to support Private Organizations or unit unofficial activities.
* Donations **cannot** be requested on government letterhead or official e-mail.
* The use of Government equipment and systems for other than official purposes is extremely **limited**. Government systems *(daily bulletin boards and or electronic public folders)* may be used to provide notice of unofficial off-installation fundraising campaigns and volunteer requests if approved by the Installation Commander. In **no** event should official email, mail, computers, copiers, BITS, etc., be used to provide notice of these type of activities.”
* If an AF employee will solicit a gift for a base-affiliated PO, the employee **may not** use official e-mail to provide notice of unofficial off-installation fundraising campaigns.
* These are solicitations conducted by organizations that are directed exclusively at their members. Only Air Force members may conduct internal fundraising activities *(for example, solicitations, special events, and benefits)*, and these funds must exclusively benefit Air Force members. This restriction also applies to internal private organizations governed by AFI 34-223 or would be if their assets exceeded the minimums listed in AFI 34-223.
* **Typical examples:** benefit sales by base scout troops, athletic teams, or youth activities; and special events or benefits conducted by private, social, or professional organizations associated with the installation and composed primarily of DoD employees.
* Do your best to ensure that there is no perception that any branch of the military, DoD, or the base is asking for donations.

**★Raffles are highly regulated by DoD regulations and AFI. While Raffles are allowed to happen on base there are specific qualifications it must meet in order to be authorized.**

Fundraising raffles may be conducted on an Air Force installation by those POs that are composed primarily of DoD personnel or their family members. Properly conducted, raffles provide a means of extending needed services or other assistance to members of the DOD family, but failure to strictly follow the provisions provided in AFI 34-223, 10.20 could result in the raffles violating the general gambling prohibition in DoD 5500.7-R, Joint Ethics Regulation. All requests to conduct RAFFLES must be authorized in advance by Installation Commander or designee. Do read the following guidance and provide as much information as possible to ensure a smother routing process.

* Raffles must serve a charitable, civic, or other community welfare purpose within the DoD community and which directly benefit DoD personnel or their family members. **Raffle prize cannot be a monetary amount**. **50/50 Raffle, that kind of raffle gives a monetary prize. Per AFI 34-223, para 10.20.4.2. that would not be permitted.** Only raffles that are not for strictly monetary prizes are authorized. If your organization wished to donate the proceeds of a raffle the proceeds would need to 100% to that specific donation.
* Raffles will NOT be approved if they are to raise funds for purely social, recreational, or entertainment purposes which benefit only individual PO members and/or their family members, such as to underwrite the cost of a weekend ski trip, a sight-seeing tour, or a shopping excursion will not be approved.
* Unit unofficial activities (UUAs) are not authorized to conduct raffles.
* Raffles may NOT be held in the workplace and may not be officially endorsed or supported except as permitted by sections 3-210 and 3-211 of the JER. They may be conducted at public entrances and in community support facilities such as the lobby of the BX.
* Military members and civilian employees may not conduct raffles during their duty time, nor may military members be in uniform during a raffle. AF personnel may participate in PO fundraising raffles only in a purely personal, unofficial, volunteer capacity at authorized locations and in ways that do not imply official endorsement. (DoD 5500.07-R, 3-210.)
* To assess whether approval is possible please provide the following required information IAW paragraph 10.16.2.3: "[r]equests for approval to conduct raffles must identify the purpose for which funds are being raised and the intended beneficiaries of the proceeds. They must also identify how the PO will ensure the proceeds are used only for that purpose and those beneficiaries."
* Additionally, since we are in ROK we must ensure we comply with host nation law. 51 FW/JA Korean Legal Liaison advised that raffles of this nature, which take place solely on a U.S. Air Force installation and involve only U.S. personnel subject to the U.S.-ROK SOFA will not be regulated or opposed by the Korean government. However, there must be a plan in place to ensure that only SOFA personnel participate. A past example of that was ensuring that there were signs in both English and Hangul providing notice that only SOFA personnel may participate in the raffle.
* A raffle should not be a part of the Golf Tournament. It is not authorized/impermissible under Korea law.
* Tax-exempt status is not automatic -- even for POs, FUBUs doing very charitable things across the installation.
* Rather, the activity will need to apply for tax-exempt status to obtain the benefits of not paying taxes on the funds they raise.
* If activities desire tax-exempt status, they apply to the IRS. Some activities choose to hire CPAs or other tax experts to help with filing, while others apply on their own using the helpful guidance on the IRS website and charity support resources. No one is automatically exempt and must submit an application to the IRS.
* It is responsibility of the PO/UA to obtain the information and forms through the IRS and maintain both status and document requirement. For more information see IRS website: <https://www.irs.gov/charities-non-profits>
* PO/UA should retain copies of tax status for records and may provide a copy for digital filing to the PO coordinator, but is not required to.
* FSR doesn’t submit tax info for you and doesn’t have access to tax info/ID numbers. FSR cannot advise on tax application, status, or law.

**1. Fill out the request form**

* Fundraising Request Form is available from <https://51fss.com/private-organizations/>.
* Fill out all required information about your organization and event details.



**010-0123-4567**

**yuju.han.kr@gmail.com**

**02 OCT 20**

**04 OCT 20**

**HAN, YU JU**

Private Organization

**010-0123-4567**

**yuju.han.kr@gmail.com**

**0800-1700**

**02 OCT 20**

**N/A**

**N/A**

**Osan S.B.Y.J Association**

**Check the approval dates signed by 51 MSG/CC on your Constitution and by-laws, and Insurance Waiver.**

**Select 0 or 1 or 2**

**Select 0 or 1 or 2**

Unofficial

Activity

**yuju.han.kr@gmail.com**

**010-0123-4567**

**0800-1700**

**04 OCT 20**

**HAN, YU JU**

**N/A**

**UA Name**



**Just Put N/A on the form**

**N/A**

**N/A**

**Select 0 or 1 or 2**

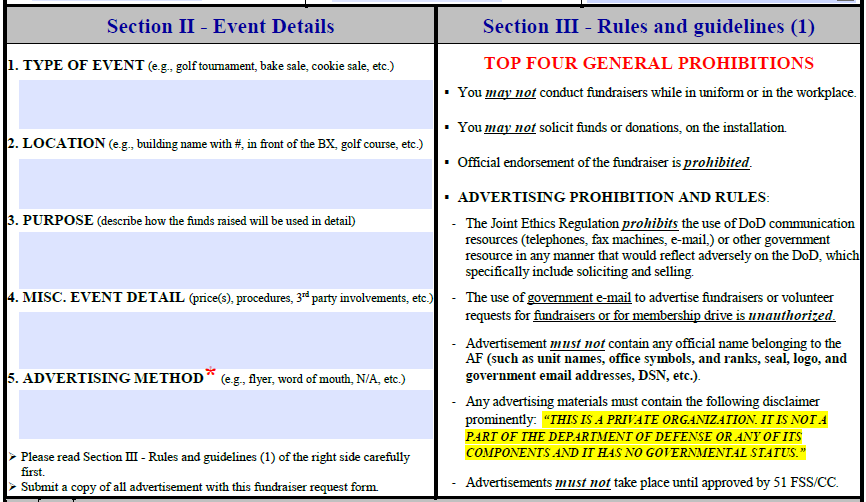
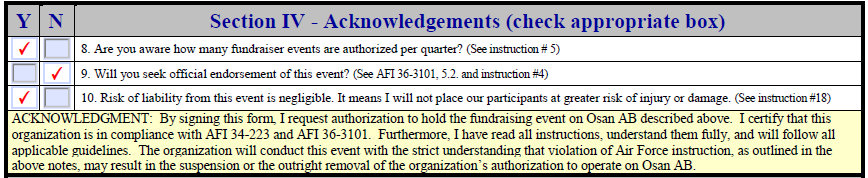
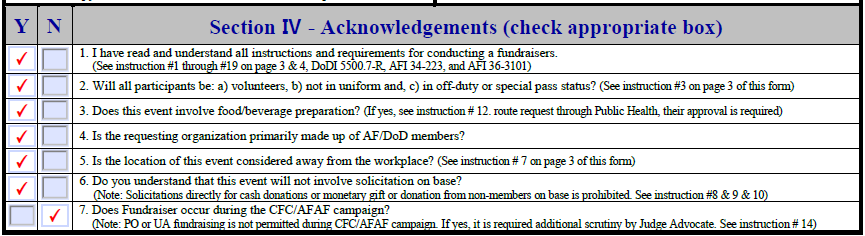
**Y.J Year Book Class**

**N/A**

**N/A**

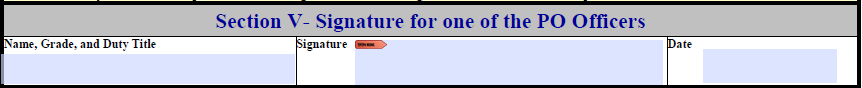
**N/A**

**Leave approval date as a blank**



**※ Date required must be at least 15 business days for submission.**

Requests for Fundraising must be submitted 15 working days in advance of subjected event to allow for processing of required documentation. Last minute requests cannot be guaranteed.



**YUJU. HAN**

**10 NOV 20**

**\*Food Sale:** Please check Section IV number 3, as YES and get a signature in the public health block in Section VI.

**\*During CFC, AFAF:** Please check Section IV number 7 as Yes only during CFC, AFAF.

**Please read Section III and IV carefully, and tick boxes where answer is YES/NO.**

**Flyer (Attached)**

**Tacos will be served on a corn tortilla with**

**Onion/cilantro/lime/guacamole sauce.**

**Water will be sold separately.**

**Price: 1 Pc. $2.50, 3 Pc. $7.00 / Water $1.00**

**What the proceeds of the fundraiser will be used for**

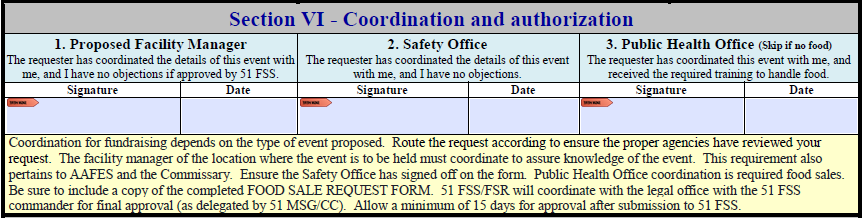
**(i.e. who benefits from the funds raised),** **other information explaining the mechanics of the proposed event.**

**Event Name**

**Where the fundraiser will be held**

**2. Route for coordination to the following.**

* **Obtain approval**: Appropriate coordination (as shown below) & approval are required prior to making any arrangements that base facilities to fundraising activities.
* Coordinate with facility manager ☞ Coordinate with Safety Office ☞ Coordinate with Public Health if food is involved



**Public Health Office (51 AMDS/SGPM)**

Bldg. 777, Second Floor, 784-2515

**※ Only for FOOD HANDLING**

☞If event does involve food preparation,

i.e., bake sale, chili sale, or any event that requires the handling of food, coordinate through Public Health.

☞A copy of the completed ***FOOD SALE REQUEST FORM*** must be submitted along with fundraising request.

**Facility Manager of location of event**

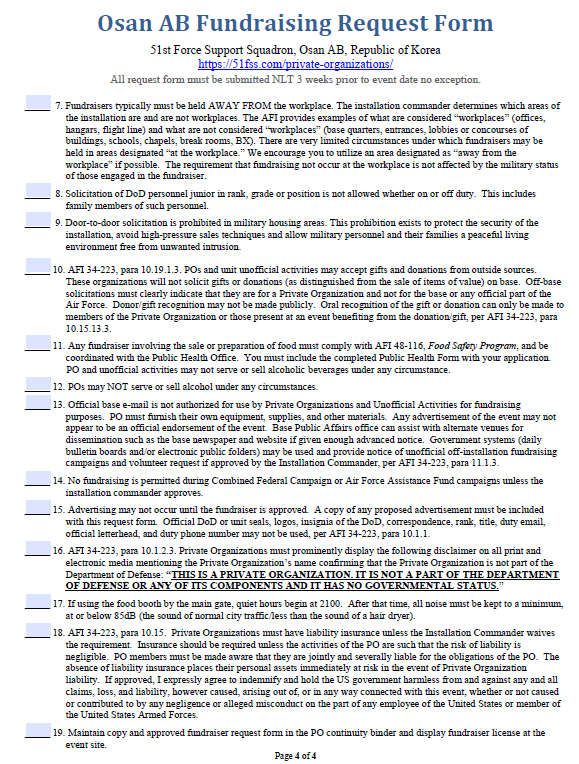
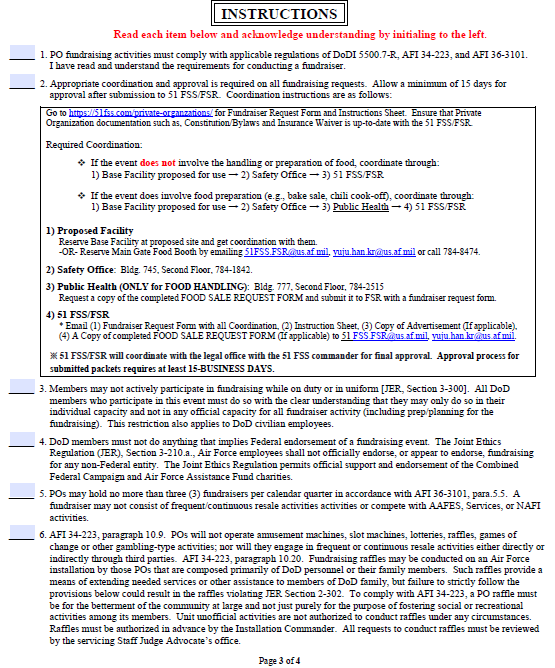
Ensure the facility manager must sign on all fundraiser request to ensure knowledge of the event. This requirement also pertains to AAFES and the Commissary.

**Wing Safety Office**

**(51 FW/SEG)**

Bldg. 745, Second Floor, 784-1842

**※ MANDATORY**



**3. Please initial each paragraph after reading on the back of the Fundraiser Request Form.**

**4. Submit fundraiser request form and any support docs to FSR.**

* Only electronic submission is accepted.
* Please send completed fundraiser request and all other necessary documents (flyers, public health food sale request form, etc.)

as PDF files to **51**[**fss.fsr@us.af.mil**](mailto:fss.fsr@us.af.mil)**.**

**5. FSR reviews your request and starts the approval process.**

* FSR does a quick review for any issue that will hold up the process or require clarification and revision.
* Fixes are requested, if needed.
* FSR does one more quick review to make sure everything looks good.
* FSR requests packet up the chain of command for final approval authority.

**6. 51 FW/JA Legal Review**

* How long it takes legal office to process your application depends on their business.
* Remember to submit FSR at least 3 weeks prior to when your PO wants to begin advertising the event to allow for the approval process to complete.
* The earlier the better!

**No individuals sent directly to the base legal office or commander section for approval of PO businesses. Per the website referred to you, the timeline clearly states a lead time of 15 days for approval. Please understand that FSR cannot rush anyone for fund-raising activity.**

**7. 51 FSS/CC Approval**

* After the fundraiser request has either been approved or denied by the 51 FSS/CC, PO requester will be emailed a copy of request form along with any additional instruction.

**8. FSR issues ‘Fundraiser License’ by email**

* Once your request has been approved, PO requester will receive an email with approved request form and fundraising license.
* PO posts flyers, bulletin posts, and other adverts and is allowed to conduct the event. (Only if 51 FSS/CC approves)

**9. PO Conducts Event**

* The fundraising license must be posted on the event site.
* Maintain copy and approved fundraiser request form in the PO continuity binder.

☞ Remember: No ranks; No letterhead; No DSN; No government email address

Only 3 events allowed per quarter

Your org must be up to date on Annual Review with FSR.

Fundraiser Request Form and all support documents (flyer, food sale request forms, social media draft, etc.)

Flyers require this disclaimer in 14pt. Font, prominently displayed: THIS IS A PRIVATE ORGANIZATION. IT IS NOT PART OF THE DEPARTMENT OF DEFENSE OR ANY OF ITS COMPONENTS AND IT HAS NO GOVERNMENTAL STATUS.

☞ Coordination the PO request needs to get himself: 1) A custodian approval of event location/facility/building

2) Safety Office

3) Public Health (for food handling)

4) 51 FSS/FSR [51fss.fsr@us.af.mil](mailto:51fss.fsr@us.af.mil)

☞ FSR done for you: 1) 51 FW/JA for reviewing

2) 51 FSS/CC for approval

3) Approval email with the license to PO requester

51 FSS large events such as Liberty Fest, and Airpower day are conducted by CPPO. The slots will be managed by CPPO and will be open to POs on a first come, first serve basis until all slots are filled. POs/UAs must submit a fundraising request form to CPPO and PO Coordinator no later than two months prior to the scheduled event. POs will not assume proposed fundraising events will be approved. Fundraising events shall not be conducted until the PO has obtained written approval from the 51 FSS/CC. A copy of the approved fundraising request form must be on site during the fundraising event. These are several Traditional **AF events that are not official events**. These events require PO/UA establishment if fundraising is needed. Some examples are:

* **Liberty Festival (July) - Annually**

Only POs are eligible to conduct fundraising as vendors and only one booth per PO. Normally CPPO holds the meeting in April since fundraiser application submission deadline for the Liberty Fest is usually by the end of April.

* **Air Power Day (Sep) - Every 2 years**

Both POs and UAs are eligible to conduct fundraising as vendors. Normally CPPO holds the meeting in July since fundraiser application submission deadline for the Airshow is usually by the end of July.

**☞ Request for fundraisers must be submitted to 51 FSS/FSR for approval and routing. If the PO is not doing their own flyer, FSR doesn’t need one. But, PO has their own flyer, submit a copy of advertisement to get approval.**

* Ensure that your organizations are in good standing and Documentation is up-to-date with PO Office. If your organization isn’t good standing or doesn’t send the updated PO list to PO office anytime there is a change, your orgs won’t receive important announcements and will lose good opportunity to make some cash.
* Beverages are only allowed to be sold by 51 FSS. POs/UAs can only sell specialty drinks only *(Slushies, Root Beer Floats, Fruit Punch/Spritzers, etc.)* Each organization is encouraged to be unique in their food item.
* Once the fundraiser requests are approved, visit to the ODR to pay booth payment. (NAF assets (equipment) cannot be used for APF requirements. The purpose of the accessed fees is to cover expenses associated with the cost of service, equipment and depreciation of the property. Rental fees are normally incurred for these types of events.)
* Bring a copy of the ODR receipt for booth fees to FSR to receive the packet. The Packets will include a copy of the Fundraiser License

and other pertinent documents. (With Static Swag, they should come by FSR office Bldg 937, Rm 203, upon arrival)

* Booth locations are based on a lottery drawing.
* You must display your Fundraiser License in a visible location at your booth. Public Health will be verifying approvals and food listings.
* Please ensure you have enough money to make change during the event. Pricing should be in **Dollars** and **Won**.

|  |  |
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| **Q1** | **How soon should we start fundraiser/event requests?** |
| Fundraiser requests can take up to 15 business DAYS to get approved once submitted. Please plan accordingly if you plan to advertise for your event/fundraiser because you cannot advertise until your request is approved. It is imperative that packages be completed electronically by an elected officer and forwarded to 51 FSS/FSR at least 3 weeks prior to the event, preferably 30 days. This will allow ample time for adjustments and advertisement. Advertisement for the fundraiser is prohibited until the request is formally approved; | |
| **Q2** | **What is considered a fundraiser and how often can one be held?** |
| A fundraiser is any exchange of funds for an event on base. Fundraisers can be conducted three per calendar quarter. | |
| **Q3** | **What does my advertisement have to look like?** |
| AFI 34-223 para 10.1.1 POs may not use seals, logos or insignia of the department of defense or any department of defense component, Air Force or department of defense organizational unit, or Air Force or department of defense installation on organization letterhead, correspondence, titles, or in association with organization programs, locations, or activities. Per the Air Force Branding and Trademark Licensing Team, unlicensed use of trademarks can result in civil fines and other penalties, to include criminal punishment when authorized by law. POs must prominently display the following disclaimer on all print and electronic media mentioning the POs name confirming that the private organization is not part of the DoD: “**THIS IS A PRIVATE ORGANIZATION. IT IS NOT APART OF THE DEPARTMENT OF THE DEFENSE OR ANY OF ITS COMPONENTS AND IT HAS NO GOVERNMENTAL STATUS**.” Per para. 10.13, POs and unit unofficial activities operating on an Air Force installation are prohibited from engaging in any conduct that has the effect of advertising for, making referrals to, or encouraging the use of any commercial business concerns. | |
| **Q4** | **Why can’t we fundraise during lunch?** |
| Per AFI 34-223 para 1.3.2, service members may not perform activities for private organizations while in an official duty status. | |
| **Q5** | **If we don’t charge people, then wouldn’t it count as a donation?** |
| If a member is active in participating in making a product or doing an activity/service, then is would be considered a fundraiser. AFI 34-223 para 10.12, POs may not make direct solicitations for donations from non-members on base. Para 10.19.1 also states, POs and unit unofficial activities may not directly solicit cash donations for their organization on base. Unit unofficial activities will not solicit gifts IAW AFI 34-223 para. 10.19.1.3. | |
| **Q6** | **What is the Liability Insurance Waivers Acknowledgement?** |
| The letter is a form that states members have been notified and understand the terms of their constitution, by-laws and liabilities and that the members are personally liable for can and all issues that can or may arise. ALL active members must sign this letter. It is a required document per AFI 34-223 para. 9.2.2., include certification that the private organization members were notifies and understand their personal financial liability fir obligations of the private organization, as provided by law. | |

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| **Q7** | **Do I need Liability Insurance?** |
| Per AFI 34.223 para 10.15, 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. The absence of liability insurance places their personal assets immediately at risk in the event of PO liability. If someone were to get injured, you will incur all cost associated with their medical care. | |
| **Q8** | **Are door prizes considered raffles?** |
| No, door prizes are allowed. As each individual entering the room has an equal chance of winning there is no gambling aspect. However, you may NOT sell additional chances to individuals on top of any original entrance fees. | |
| **Q9** | **We are having a unit picnic this month. Can our organization sell alcohol at the event?** |
| The answer is a resounding, NO! A PO may not sell nor serve an alcoholic beverage. | |
| **Q10** | **We have a unit snack bar. Is this legal?** |
| Unit snack bars must be unmanned, for donations only and authorized by your CC to use any significant office space. Recommended “donation” prices may be posted, however the mark-up to these items must be MINIMAL *(pennies on the dollar)*. Snack bars are to be in place only as a convenience to the individuals in your area. | |
| **Q11** | **Where can I rent tents, tables for my fundraiser function?** |
| Outdoor Recreation is available to help you with renting of equipment for your event. For more information, contact ODR at (315) 784-1181. | |
| **Q12** | **What is the different between a PO and a UA?** |
| Like unofficial activities, POs are self-sustaining special interest groups set up by people acting outside the scope of any official position they may have with the government.  Unlike unofficial activities, their monthly assets *(which include cash, inventories, receivables, and investments)* are at a threshold exceeding an average of $1,000 over a 3-month period. That is the real difference. Both UA’s and PO’s are governed by AFI 34-223, and may operate on the installation at the pleasure of the installation commander. | |
| **Q13** | **What is “For Us By Us” Fundraising?** |
| As a general rule, Unofficial Activities’ fundraising efforts are considered “for us, by us” fundraising, unless fundraising extends beyond unit personnel and family members. Unit commanders may approve Unit Unofficial Activity fundraisers on the installation within the Unit, and only for the unit’s personnel. Fundraising outside the unit requires Installation Commander or designee approval. UAs are still Federal entities and may not solicit gifts from outside sources or engage in off base fundraising. Funds raised must exclusively benefit the DoD community. POs, regardless of unit affiliation or make-up, are not considered FUBU and are ALWAYS NON FEDERAL ENTITIES. | |

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| **Q14** | **Government E-mail** | |
| Official communication systems should not be used to advertise PO fundraisers events and membership drives. Government email advertisement is prohibited! AFI 34-223, 11.1.3 | | |
| **Q15** | **Donation** | |
| Soliciting donations of any sort IS NOT allowed on base. Additionally, UAs/UUAs are not allowed to solicit donations off base. Donations cannot be requested on government letterhead or official e-mail. No advertising may be made for the benefit of the donor. | | |
| **Q16** | **How can I advertise my unofficial fundraiser?** | |
| Air Force employee should avoid using official email systems to inform other employees about unofficial fundraising activities unless approved by the organization’s commander. Commanders can publicize off-base fundraising activities, requests for volunteers, etc., in daily bulletins, base radio or television stations, or on bulletin boards. Commanders may not discriminate among organizations. It is not appropriate to publicize any organization during CFC or AFAF. | | |
| **Q17** | **Can my PO/UA use the Commercial Sponsorship and Marketing Office to promote or acquire sponsorship for a fundraiser?** | |
| No, the PO guide and the Marketing and Commercial Sponsorship AFI 34-108 strictly prohibit the use of the 51 FSS Marketing and Commercial Office to advertise or seek sponsorship funds for PO fundraiser events. | | |
| **Q18** | **If the fundraiser license isn’t present on a spot check.** | |
| The fundraiser license must be posted on your event site. The event will be shut down immediately. Per the regulation, the MSG/CC (as delegated from the installation commander) can revoke a PO’s license to operate or disallow them from operating. If PO coordinator feel this rises to the level, 51 FSS/FSR can route the issue through FSS/CC to the MSG/CC. | | |
| **Q19** | **If you are contacted to “help get the word out” on an event or a fundraising opportunity** | |
| Politely decline requests to assist others in promoting PO fundraising opportunities and activities unless specifically cleared by legal office. It could give the appearance of government sanction or endorsement, and violates DoD 5500.7-R, Section 3-210.a | | |
| **Q20** | **Official Business vs PO/UA Events** | |
| **Official Business** | | **PO/UA Events** |
| * FSS Activities * Squadron PT * Commanders Calls * Staff Meetings * CAF Day * Squadron team building events paid for with squadron funds | | * Booster Club Activities Fundraisers * Gift Wrapping at the BX * Burrito Sale * Softball Tournament Events put on by a booster club or raised funds for members of your squadron from PO or unofficial activities |

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| AFI 34-223, *Private Organization Programs - Compliance Mandatory* |
| AFI 36-3101, *Fundraising within the Air Force* |
| DoD 5500.07-R, *Joint Ethics Regulation (JER)* |
| DoDI, 1000.15, *Procedures and Support for Non-Federal Entities Authorized to Operate on DoD Installations* |
| DoDI, 1015.9, *Professional U.S. Scouting Organization Operations at U.S Military Installations Located Overseas* |
| 2019 Private Organization Guide |
| Clarification of Annual Review Requirement for POs |

★Download instructions, applicable request forms and, all necessary information.

Website: <https://www.51fss.com/private-organizations/>

★51 FSS/FSR PO Office and 51 FW/JA only accept PDFs via e-mail. All request forms are sent to the PO workflow box.

E-mail: [51fss.fsr@us.af.mil](mailto:51fss.fsr@us.af.mil) / [po\_yong.yi.kr@us.af.mil](mailto:po_yong.yi.kr@us.af.mil)

★51 FSS/FSR - Hours of Operation: Mon - Fri, 0800-1600

★ Ensure your contact list is up-to-date!