

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 DAFI 34-106.

Template can be found on 51 FSS website.

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

Private Organization Coordinator
Yuju. Han

25 Mar 2026

Definition

■ 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.

- a) POs are not integral parts of the military service or federal entities. (**NON-FEDERAL ENTITIES** - not under the control of the Federal Government)
- b) They are not Nonappropriated Fund Instrumentalities (NAFIs) as defined in DAFI 34-106.
- c) They are not entitled to the sovereign immunities and privileges given to the Air Force.
- d) The organization whose current **assets exceeds a monthly average of \$1,000 over a (3) three-month period**.
- e) 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.
- f) DoD personnel CANNOT be on duty time to develop documents in support of PO's. DAFI 34-106, 1.4.2.
- g) POs are not considered "**For Us, By Us**" (**FUBU**) fundraising entities within the meaning of Title 5, Code of Federal Regulations (CFR), Part 950-102(e) *Scope of the Combined Federal Campaign*; JER section 2-400(f); and DAFI 36-3101, *Fundraising*, paragraph 5.3.4.
- h) 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).

- A. Constitution and By-Laws.
- B. Proof of insurance or request for waiver.
- C. Liability insurance waivers acknowledgement signed by all members
- D. 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)
- E. Quarterly Minutes of meetings
- F. Current elected list of officers and points of contact.
- G. Annual PO check list

- POs are:
 - Self-sustaining special interest groups
 - No official position in Federal Government
 - Require Installation CC written consent to operate
- POs are not:
 - Integral parts of the military or Federal entities
 - Nonappropriated Funds Instrumentality - NAFI
 - Entitled to sovereign immunities or privileges

- i) 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.

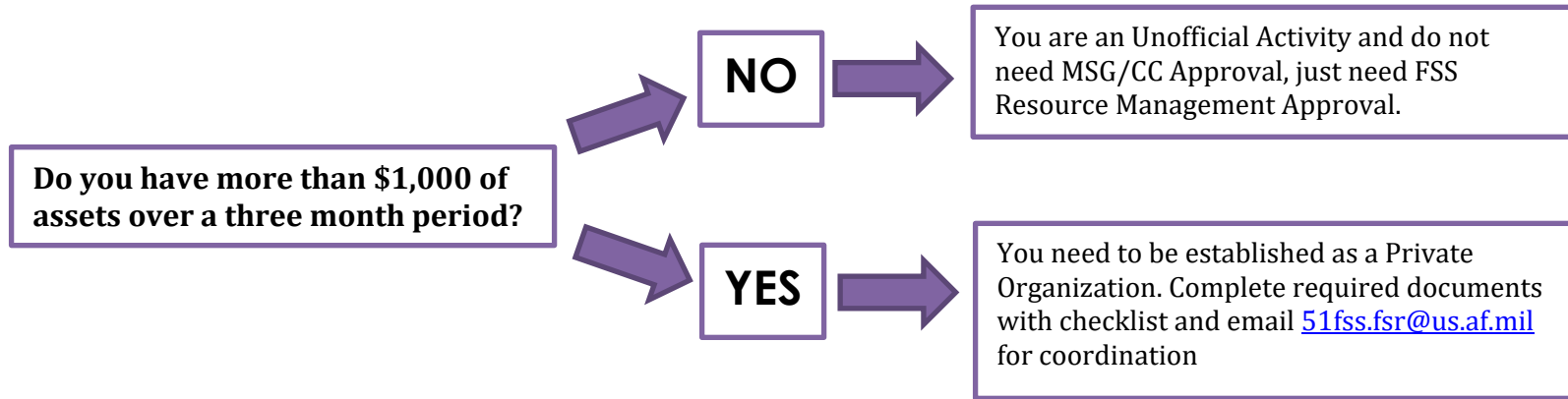
Unofficial Activities (UA) <i>UA (Unofficial Activity) if there is not a unit commander to provide oversight</i>	Unofficial Unit-affiliated Activities (UUA) <i>UUA (Unit Unofficial Activity) if there is a unit commander to provide oversight</i>
1) UAs are small groups of individuals who are not required 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 (<i>e.g., hail & farewells, holiday parties, golf tournament</i>) 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: <ul style="list-style-type: none"> ✓ <i>Maintain a two (2)-person accountability system for all cash transactions.</i> ✓ <i>Submit a basic annual financial report to unit commander detailing income and expenditures throughout the year.</i>

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.

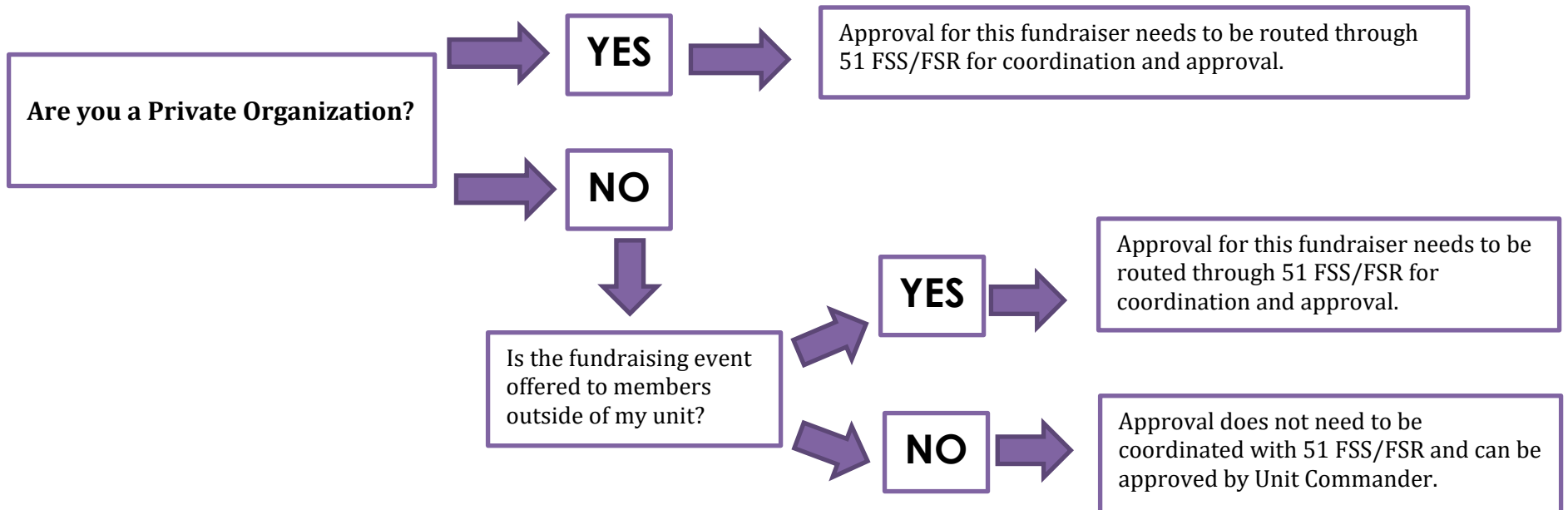
※ UAs and UUAs are NOT allowed to have raffles or games of chance.

For more details about fundraising, please refer to the following information 'Fundraising Rules'.

► Am I a Private Organization or Unofficial Activity?



► Does my fundraiser require 51 FSS/CC approval?



Overview

- ❑ 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:** DAFI 34-106, 5.2., 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.*
- ❑ DAFI 34-106 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. DAFI 34-106, para 5.9. provides that “POs and unofficial activities/organizations must not engage in activities that duplicate or compete with activities of Army and Air Force Exchange Services (AAFES) or Service NAFIs.”
- ❑ 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.

Roles & Responsibilities

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.

Process for approval



1. POC	All requests for authorization to operate POs/UAs must be routed through the 51 FSS/FSR. ★ Read DAFI 34-106 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 starts 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 requires paperwork, and the process takes a minimum of 30 business days to complete.

Private Organization (PO)

- 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 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. DAFI 34-106, 5.12.
- PO should consult with 51 FSS/FSR PO Office before engaging in fundraising off the installation. DAFI 34-106, 5.1.2
- 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.

Unofficial Activity (UA/UUA)

UAs and UUAs are not considered Private Organizations unless their current assets exceed a monthly average of \$1,000 over a three-month period. On-hand inventory is not included in current asset calculations. If their current assets exceed a monthly average of \$1,000 over a three-month period, the activity must either 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	<ul style="list-style-type: none"> • All fundraising requests start and end with FSR.
★UUA	<ul style="list-style-type: none"> • Unofficial unit-affiliated Activities (UUAs) include Booster Clubs. <i>(e.g., coffee funds, water funds, sunshine funds)</i> • Requests start and end with unit CC if their event will be held only in their unit, not base wide. • Unit affiliated Unofficial Activity fundraising is considered “For us, by us’. • Should not conduct any base-wide/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. • may perform UA/UUA activities while on duty.
UA/UUA Common Rules	<ul style="list-style-type: none"> • DAFI 34-106, 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 information to be provided to FSR. • Requires UA Letter to be kept on file at 51 FSS/FSR. • Must maintain <u>a monthly average of \$1,000 or less over a 3-month period</u> • Both may perform UA/UUA activities while on duty. • Both may 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 may 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 fundraisers per quarter. • May not solicit donations either on or off base. • Supervisors should not act as sellers of goods/services to avoid appearance of coercion or favoritism. • Both are allowed to fundraise during CFC to support unit holiday activities with approval from FSS. • May accept unsolicited donations with concurrence of 51 FW/JA.

Unofficial unit-affiliated Activity

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.

PO / UA / UUA

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

IAW DAFI 34-106 para 4.2. Unit commanders should carefully consider the advantages and disadvantages of transitioning their unit unofficial activities into Private Organizations. Typically, fundraising efforts associated with unit unofficial activities are regarded as "for us, by us" fundraising under JER Section 2-400. 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 DAFI 34-106 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.

	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 oversight 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 oversight Social funds such as coffee funds, water funds, sunshine funds, etc.
		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 <u>on base</u>	NO	NO	NO
Allowed to solicit <u>off base</u>	YES	NO	NO
Allowed to accept unsolicited donations from <u>off base</u>	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 the organization on base.
3. Not authorized to solicit gifts, but may accept gifts and donations from outside sources.
4. Prohibited from engaging in actions that might create the appearance 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

How to establish a Private Org

In order to conduct activities and be recognized as a PO on Osan AB, organizations must submit an application. An application consists of a packet of specified documents, 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 an 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 the package to the 51 MSG/CC for final approval. The approved documents will be returned to 51 FSS/FSR for filing, after which a copy of the approval will be provided to the requestor.

Please ensure the approved package is kept in the PO continuity binder for record-keeping, and ensure future PO members are familiar with the details. One of the PO officers is responsible for maintaining a copy of the entire submission in the continuity binder, including PO documents and fundraiser request forms. The constitution and bylaws do not take effect until signed by the 51 MSG/CC.

Read DAFI 34-106, Private Organization (PO) Program, the Operating Instruction for the PO Program, and the PO Guide. These documents provide essential information regarding the purpose, responsibilities, and guidance that POs are required to follow throughout their operation.

FOR PRIVATE ORGANIZATION		
New POs MUST submit 7 forms to the FSR		Coordination
1	Constitution and by-laws	★PO Coordinates here first: <ul style="list-style-type: none"> • 51 FSS/FSR Org Box ★Done for you: <ul style="list-style-type: none"> • 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) <ol style="list-style-type: none"> 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 → <u>Must be submitted if there has been any change in officers!</u>	
7	Initial PO Check List	

✘ **Note that POs are responsible for keeping a copy of their entire submission in their PO continuity book for their records. A private organization must also remain in good standing throughout the operating year.**

How to establish a Unofficial Activity

In order to conduct activities on Osan AB, UAs must submit four required documents.

FOR UNOFFICIAL ACTIVITY		
New UAs MUST submit 4 forms to the FSR	Coordination	
1	Unofficial Activity Status Request	★PO Coordinates here first: <ul style="list-style-type: none"> • 51 FSS/FSR Org Box ★Done for you: <ul style="list-style-type: none"> • 51 FW/JA • 51 FSS/CC • Approval Email ★Unofficial Activity: <ul style="list-style-type: none"> • 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 for keeping a copy of their entire submission in their UA continuity book for their records.**

Annual Review Requirements (1)

Annually, each PO and UA must provide an annual report to 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, the constitution, and other required documents. This report is due within 30 days after the end of the fiscal year. Each activity determines when its fiscal year will conclude. All documents must be submitted to the PO Coordinator (51 FSS/FSR) for coordination and approval, and will be filed in the organization's historical folder.

PRIVATE ORGANIZATION		
1	Constitution and by-laws	1) Update required every two years or 2) whenever there is a change in the purpose, function, or membership eligibility of the PO. (The only time they need to resubmit in those instances is when a position is added or removed. If they elect the same positions each time—such as president, vice president, etc.—no update is required. However, if they add a new position or want that position to become part of the executive council rather than a temporary committee role, they must revise their Constitution and Bylaws 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
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 documents are not submitted in a timely manner, the activities are subject to the following restrictions:**
- Suspension of the activity's fundraising authority until the documents are submitted.
 - The organization will be required to re-accomplish the entire package.

Annual Review Requirements (2)

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.

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.

✂ 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.

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.)

<p>Annual Budget</p>	<p>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.</p>	
<p>Typically, 2 different reports are associated with the financial statements.</p>		
<p>Financial Statements</p>	<p>1. Balance Sheet</p>	<p>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.</p>
	<p>2. Income and Expense Statement</p>	<p>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 <u>income and expense statement, either on an accrual or cash basis, to show actual monetary events that have occurred during the period.</u></p>

※ 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:

★ 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: <ul style="list-style-type: none"> a) Adequate segregation of duties. b) Proper procedures for authorizations. c) Adequate documents and records. d) Physical control over assets and records. e) Independent checks on performance. 	The Audit (<i>which generally provides more detailed information</i>) and the Financial Review must verify the Private Organization has: <ul style="list-style-type: none"> a) A uniform system of accounting. b) Consolidated reports of the accounting system into meaningful summaries. c) 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.

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.

1. Place and time of meeting	6. Financial report (1) Cash in bank (<i>as of previous meeting</i>) (2) Income (<i>by type, i.e., dues, fundraising, activities, etc.</i>) (3) Expenses (<i>by type, i.e., operating expenses, etc.</i>) (4) Cash in bank (<i>as of current meeting</i>)
2. Presiding Officer	
3. Purpose of the meeting	7. Old business – items open from previous meeting
4. Members present (<i>If membership exceeds 15 individuals, only officers and a total number of members present need to be noted</i>)	8. New business – all items in old or new business should be followed by (<i>open</i>) or (<i>closed</i>)
5. Special guests/prospective minutes	9. The meeting was adjourned at (time and date). Next meeting will be held on (<i>date and time</i>) at (<i>location</i>).
	10. Signature of President/Chairperson

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 any 51 FSS advertising/publicity efforts.

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

Naming a PO / UA

- If the POs/UAs name will use the name or abbreviation of the installation or Air Force organizational unit (*e.g., Osan AB Runners or 51 LRS Booster Club, etc.*), the PO must obtain written approval from the 51 FW/CC or delegated authority before using the name.
→ *The POC who wants to be a PO must receive a Letter for Request Permission to use installation organizational unit name for PO directly from the 51 FW/CC or delegated authority and submit it to 51 FSS/FSR before you submit all required request form for establishment.*
- 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.

Operation

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 designee.
- 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 the 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 donations of money or other assets.
- Will not sell or serve alcoholic beverages under any circumstances on Air Force installations. *DAFI 34-106, paragraph 5.15.*
- 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 DAFI 34-106, Paragraph 5.2.2.3. 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 or its components, and it has no Governmental Status."***

Logistical Support

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.

Dissolution of a Private Organization

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

- Use its funds to satisfy any outstanding debts, 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.

Common issues found during legal reviews

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**

Fundraising Request Routing Process

1. POC	<ul style="list-style-type: none"> • All Fundraising events 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	<ul style="list-style-type: none"> ❖ Ensures PO is compliant in all areas before signing request and sending to 51 FW/JA for review. ❖ Coordinates on all fundraising requests. The purpose of this coordination is to verify that activity files are current.
3. 51 FW/JA	<ul style="list-style-type: none"> ❖ Conducts a legal review of the fundraiser to ensure they are in accordance with DAFI 34-106 and DAFI 36-3101. ❖ Provides appropriate recommendation to 51 FSS/CC for approval or disapproval.
4. 51 FSS/CC	<ul style="list-style-type: none"> ❖ 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	<ul style="list-style-type: none"> ❖ 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	<ol style="list-style-type: none"> 1)The fundraising license must be posted on the event site. 2)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.

Fundraising Request - Rule (1)

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. DAFI 34-106, 5.16.
- ❑ 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.

Fundraising Request - Rule (2)

- ❑ 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. DAFI 34-106, 5.15.
- ❑ Soliciting donation on base is prohibited. DAFI 34-106, 5.13. 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!) You cannot 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: DAFI 34-106 para 6.2.3.
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. 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.

Fundraising Request - Rule (3)

- ❑ 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
- ❑ DAFI 34-106, 5.2., 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 Air Power 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.

Advertisement

DAFI 34-106, 6.2.3., **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 DAFI 34-106, **"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.

Fundraising during CFC and AFAF

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

Fundraising during campaigns is **extremely limited**. Please plan early in the year for your organization's budget and fundraising events. There are some exemptions when it comes to having a fundraiser during campaign times. Due to the strict regulations, approval of fundraisers during these times can take up to 60 days, if approved at all. Fundraisers include, but not limited to, funds and/or items raised for local or outside organizations/groups. Please try to plan accordingly and not last minute, as last-minute requests cannot be expedited.

- During the CFC and AFAF, fundraising activities are limited. 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 (only allowed during CFC).

CFC (Combined Federal Campaign)	AFAF (Air Force Assistance Fund Campaign)
<p>DAFI 36-3101, 3.3.9. Ensure only limited ad hoc fundraising takes place during the CFC and does not detract from or interfere with the campaign. If they directly benefit CFC 100%, it would be authorized. Because of the annual timing of the campaign, ad hoc fundraising to support unit holiday parties is specifically allowed during the CFC.</p> <p>DAFI 36-3101, 3.3.9. The installation commander, or their delegate, is the approval authority for other ad hoc fundraising activities during the CFC.</p> <p>Fundraising can happen during CFC, but fundraising should be limited and cannot interfere with or detract from CFC. If the fundraiser funds be used for squadron holiday parties, it would be authorized during CFC.</p>	<p>DAFI 36-3101, 5.1. Ensure only limited ad hoc fundraising takes place during the AFAF and does not detract from or interfere with the Campaign.</p> <p>DAFI 36-3101, 4.11.2. All funds raised must be donated to Air Force Assistance Fund general campaign if the event is held during the annual campaign period.</p>

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

Donation & Solicit (1)

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. DAFI 34-106, para 5.20.4.: 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 **100%** **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**. DAFI 34-106, 5.20.4.
- 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.
- 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*).

Donation & Solicit (2)

- **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**.
- 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.
 - ❑ 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.
- Avoid the word “Sponsor” or “Sponsorship”!!!! HOT WORD!!!
- 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 DAFI 34-106 or would be if their assets exceeded the minimums listed in DAFI 34-106.
- **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 (1)

★Raffles are highly regulated by DoD regulations and DAFI. 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 DAFI 34-106, 5.21 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 smoother 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 DAFI 34-223, para 5.21.4.2. 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 5.21.4.1.: "[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.

Taxes

- 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.

How do we register for with the IRS?

Per DAFI 34-106 5.18., PO's and unofficial activities must comply with all applicable federal, state, local, and foreign laws governing like civilian activities. Some PO's may qualify for tax-exempt status. It is the responsibility of the PO or unofficial activity to obtain proper tax-exempt information and forms through the regional Internal Revenue Service office and the state taxing authority.

*It is the PO's responsibility to look into and ask the IRS.

Fundraising Request

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.

SAMPLE

Osan AB Fundraising Request Form

51 Force Support Squadron, Osan AB, Republic of Korea
(Updated 05 Mar 26)

NO EXCEPTION!!

All request form with other pertinent documents must be submitted **NLT 3 WEEKS PRIOR** to projected event date.

Read Acknowledgments and Instructions 2, 4, and 5 Pages Before Completing Form

Section I – Organization Information

Fundraiser Date and Time 04-APR-26 / @1300-1600	Application Date to 51 FSS/FSR (Must be 3 weeks from date of request) 03-Mar-26	No. of Fundraisers conducted this quarter (3 fundraisers per quarter are authorized/excluding this fundraiser) 0
Name of chartered Private Organization 51 MXS XRORS (Example)		Name of chartered Unofficial Activity (If not UA, leave as blank)
Point of Contact Name Richard, Smith	E-mail Address of POC smith.richard.345@us.af.mil	Direct Phone Number 010-1234-5678
DOUBLE CHECK your organizational Constitution and Bylaws as well as the insurance/insurance waiver is up to date with 51 FSS/FSR PO monitor. If your org is not in good standing, this fundraiser request won't approve.		
Constitution and Bylaws Approval Date 25-Mar-26	Insurance Waiver Approval Date 28-Mar-26	Liability Insurance Effective Date (Only if you have certificate of liability insurance)

Fundraising Request

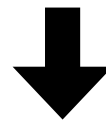
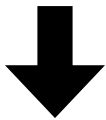
2. Route for coordination to the following.

- **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 Public Health if food is involved

Section VI – Coordination

☞ Section VI must be completed prior to submission to the 51 FSS/FSR

1. Proposed Facility Manager		2. Public Health Office (Skip if no food sales)	
The request has coordinated the details of this event with me, and I have no objections.		The request has coordinated the details of this event with me, and I have no objections.	
Signature	Date	Signature	Date



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.

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.

Fundraising Request

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

INSTRUCTIONS

Read each item below and acknowledge understanding by initialing to the left.

1. Appropriate coordination and approval are required on all fundraising requests. Allow a minimum of 15 days for approval after submission to 51 FSS/FSR.
 - ✳ **Required coordination:**
 - If the event does **not** involve the handling or preparation of food, coordinate through:
 - A) Base facility proposed for use; B) FSS/FSR; C) Legal Office; D) FSS/CC
 - If the event does involve food preparation (e.g., bake sale, chili cook-off), coordinate through:
 - A) Base facility proposed for use; B) Public Health; C) FSS/FSR; D) Legal Office; E) FSS/CC
 - Proposed Facility**
 - Reserve Base Facility at the proposed site and get coordination with them -OR- Reserve Main Gate Food both by emailing 51fss.fsr@us.af.mil or yuju.han.kr@us.af.mil
 - Public Health (Only for FOOD HANDLING)** - Bldg. 777, Second Floor, 784-2515, 51 AMDS/SGPM
 - Request a copy of the completed FOOD SALE REQUEST FORM and submit it with a fundraiser request form.
 - 51 FSS/FSR**
 - Submit 1) Completed Fundraiser Request Form with all coordination, 2) A copy of advertisement, 3) A copy of completed FOOD SALE REQUEST FORM to 51fss.fsr@us.af.mil or yuju.han.kr@us.af.mil
 - 51 FSS/FSR will coordinate with the base legal office with the 51 FSS commander for final approval.**
2. Ensure that PO documentation such as, Constitution and bylaws and Insurance Waiver is up-to-date with the 51 FSS/FSR.
3. PO fundraising must comply with applicable regulations of DoDI 5500.7-R, AFI 34-223, and AFI 36-3101.
4. POs may hold no more than three (3) fundraisers per calendar quarter in accordance with AFI 36-3101, para. 5.5. A fundraiser may not consist of frequent/continuous resale activities or compete with AAFES, Services, or NAFI activities.

3

Osan AB Fundraising Request Form

5. Any fundraiser involving the sale or preparation of FOOD must comply with AFI 48-116, *Food Safety Program*, and be coordinated with the Public Health Office. You must include a copy of the completed Public Health Form with your application.
6. POs may NOT serve or sell alcohol under any circumstances.
7. POs must not imply Federal endorsement of a fundraising event. Official DoD or unit seals, rank, title, duty mail, official letterhead, and duty phone number may not be used. All print or electronic media used must prominently display 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 GOVERNMENTAL STATUS."**
8. A copy of any proposed advertisement must be included with the fundraiser request form. Advertising may not occur until the fundraiser is approved.
9. POs may NOT use DoD communication resources (e-mail, telephones, internet, copiers, etc.) to promote an event. Official base e-mail is not authorized for use by POs and UAs for fundraising purposes. POs must furnish their own equipment, supplies, and other materials. Any advertisement of the event may not appear to be an official endorsement of the event. Base Public Affairs can assist with alternate venues for dissemination such as the base newspaper and website if given enough advanced notice. Government stems (daily bulletin boards and/or electronic public folders) may be used and provide notice of unofficial F-installation fundraising campaigns and volunteer request if approved by the Installation Commander, per AFI 34-223, para 11.1.3.
10. PO members may not actively participate in fundraising while on duty or in uniform. All DoD members who participate in this event must do so with the clear understanding that they may only do so in their individual capacity and not in any official capacity. This restriction also applies to DoD civilian employees.
11. Fundraisers typically must be held AWAY FROM the workplace. The AFI provides examples of what are considered "workplaces" (offices, hangars, flight line) and what are not considered "workplaces" (base cafeterias, entrances, lobbies or concourses of buildings, schools, chapels, break rooms, BX). There are very limited circumstances under which fundraisers may be held in areas designated "at the workplace".
12. Solicitation of DoD personnel junior in rank, grade or position is not allowed.
13. Door-to-door solicitation is prohibited in base housing areas. This prohibition exists to protect the security of the installation, avoid high-pressure sales techniques and allow military personnel and their families a peaceful living environment free from unwanted intrusion.
14. AFI 34-223, para 10.19.1.3. POs and Unit Unofficial Activities (UUA) may accept gifts and donations from outside sources, but these organizations will not solicit gifts or donations (as distinguished from the sale of items of value) on the installation. Off-base solicitations must clearly indicate that "SOLICITATIONS ARE IN BEHALF OF A PO/UA THAT IS NOT A PART OF THE DEPARTMENT OF DEFENSE OR ANY OF ITS COMPONENTS AND HAS NO GOVERNMENTAL STATUS."
15. Fundraising is permitted during CFC or AFAP unless 1) the raised funds directly benefit AFAP or CFC. 2) the fundraiser funds be used for squadron holiday parties during CFC.
16. To comply with AFI 34-223, a PO raffle must be for the betterment of the community at large and not just solely for the purpose of fostering social or recreational activities among its members. All requests to conduct raffles must be reviewed by the servicing Staff Judge Advocate's office. **A raffle is not authorized under KOREA LAW; therefore any request for the raffle would be impermissible.** Failure to strictly follow these provisions could result in the raffles violating JER Section 2-302.
17. Display fundraiser license at the event site. If the fundraiser license is not present on the event site, the event will be shut down immediately and MSG/CC can revoke permission the PO to operate on Osan AB.
18. Maintain copy and approved fundraiser request form with other pertinent documents in the PO continuity binder.

4

Fundraising Request - Step

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 51fss.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.

Fundraising Request

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) Public Health (for food handling)
 - 3) 51 FSS/FSR 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

Traditional Events

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**.

Frequently Asked Questions

Q1 How do I start a new PO?

First conduct a meeting of the organization and elect a board. Then submit a Memo to establish a New PO, constitution, bylaws, insurance waiver, and officer list package. There are templates for these on our website following; <https://www.51fss.com/private-organizations/> Once the organization has been approved, then PO monitor will send the approved C&B and Insurance Wavier. Be sure to inform the Private Org Monitor of the organization's email address. This will be the only address used to correspond with the Private Org. All completed forms should be sent to 51fss.fsr@us.af.mil for processing and approval.

Q2 How do I plan for a successful fundraiser? / How soon should we start fundraiser/event requests?

All required forms and instructions are located on our website following; <https://www.51fss.com/private-organizations/>. To ensure fundraisers are approved in a timely manner, POs must submit and route packages correctly. The package must include a Fundraiser Request Form with the facility/venue approval, also if serving food, an approved Public Health Food Booth form, and any form of advertising that the Private Org plans on using for the event such as a flyer. It is imperative that packages be completed electronically by an elected officer and forwarded to the Private Org Office at least 3 weeks prior to the event, preferably 30 days. This will allow ample time for adjustments. Completed forms can be sent to: 51fss.fsr@us.af.mil. The PO/UA monitor will validate that required documents are current and begin the routing process. Advertisement for the fundraiser is prohibited until the request is formally approved, so if you want to advertise, please adjust the submission for approval accordingly. Example: If the PO wants to advertise the week leading up to the event you will need to submit request at least 7 to 8 weeks prior to event. Government email advertisement is specifically prohibited.

Q3 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.

Q4 What does my advertisement have to look like?

DAFI 34-106 para 5.2.1. 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. 5.14, 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.

Q5 Why can't we fundraise during lunch?

Per DAFI 34-106 para 1.4.2, service members may not perform activities for private organizations while in an official duty status.

Q6 What is not allowed for fundraisers?

There are certain fundraisers that are not allowed. The following are prohibited:

- ❖ Fundraisers conducted in uniform
- ❖ Fundraisers conducted by military or civilians during duty time
- ❖ Utilizing government equipment or supplies for the production, planning or promoting of the fundraiser
- ❖ Fundraisers that are gambling related such as raffles, games of chance, or lotteries
- ❖ Fundraisers that include the sale of alcoholic beverages
- ❖ Fundraisers that duplicate MWRF or AAFES services

Q7 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. DAFI 34-106 para 5.13, POs may not make direct solicitations for donations from non-members on base. Para 5.20.1. 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 DAFI 34-106 para. 5.20.4.

Q8 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 DAFI 34-106 para. 4.3.2., include certification that the private organization members were notified and understand their personal financial liability fir obligations of the private organization, as provided by law.

Q9 Do I need Liability Insurance?

Per DAFI 34-106 para 5.16., 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. (In the absence of insurance the PO and their members assume the liability) Forward all liability insurance waiver requests though 51 FSS/FSR for coordination and approval. Insurance waivers must be re-evaluated annually.

Q10 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.

Q11 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.

Q12 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.

Q13 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.

Q14 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 DAFI 34-106, and may operate on the installation at the pleasure of the installation commander.

Q15 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.

Q16 Government E-mail

Official communication systems should not be used to advertise PO fundraisers events and membership drives. Government email advertisement prohibited! DAFI 34-106, 6.2.3.

Q17 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.

Q18 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.

Q19	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.		
Q20	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.		
Q21	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		
Q22	Can we be sued?	
Per DAFI 34-106, 5.16. "POs must have liability insurance unless the Installation Commander waives the requirement." PO members must be made aware that they are jointly and severally liable for the obligations of the PO, and their understanding of the liability must be documented. The absence of liability insurance places their personal assets immediately at risk in the event of PO liability.		
Q23	Official Business vs PO/UA Events	
Official Business		PO/UA Events
<ul style="list-style-type: none"> • FSS Activities • Squadron PT • Commanders Calls • Staff Meetings • CAF Day • Squadron team building events paid for with squadron funds 		<ul style="list-style-type: none"> • 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

Frequently Asked Questions - RAFFLE

<p>PO Question 1</p>	<p>We would like to host a raffle within our squadron at our holiday party. We'll have a variety of gifts including tv's, game systems, gift baskets and a car. The location will be the E-club 16 December 2025. We're wondering even if the raffle is in house do we still need approval since squadron fundraiser doesn't typically require a request?</p>
<p>Legal Answer</p>	<p>No — the squadron cannot hold a raffle at all. Even if it's in-house, even if it's just for your squadron, raffles are prohibited.</p> <p>The PO is not allowed to conduct this fundraiser. Per DAFI 34-106 para. 5.21.3, "raffles must comply with State and local laws of the jurisdiction in which the installation is located...In locations outside the U.S., raffles must be held in accordance with host nation laws and applicable SOFAs." This gambling related activity is not permissible here at Osan. Additionally, the PO intends on having individuals pay for tickets for a chance to win a monetary prize. That directly goes against para. 5.21.4.2, "raffles conducted strictly for a monetary prize are not authorized on the installation."</p> <p>Why?</p> <ul style="list-style-type: none"> • Unit unofficial activities are NOT authorized to conduct raffles. <i>(DAFI 34-106, para. 5.21)</i> • Overseas bases must follow host nation law, and in Korea paid raffles are illegal. <i>(DAFI 34-106, para. 5.21.3)</i> • High-value prizes (TV, car, etc.) count as monetary prizes, which are also prohibited. <i>(DAFI 34-106, para. 5.21.4.2)</i>
<p>PO Question 2</p>	<p>How is a doing a gambling activity such as a raffle against the reg but in the same building 2 rooms away from each other is a room full of slot machines?</p>
<p>Legal Answer</p>	<p>Slot machines and raffles fall under completely different rules.</p> <p>Slot machines are allowed overseas because Congress specifically authorized them as part of official Morale, Welfare, and Recreation (MWR) programs. They are operated by the government, tightly regulated, and exist under a completely separate legal authority.</p> <p>Raffles, however, are considered gambling when run by Private Organizations. Private Organizations are not part of the DoD, and DAFI 34-106 strictly limits how they can fundraise. That includes:</p> <ul style="list-style-type: none"> • POs cannot conduct games of chance • POs cannot run raffles • POs must follow host-nation law, which often prohibits raffles overseas <p>So even though both activities happen in the same building, they fall under entirely different legal frameworks.</p>

Guidance

DAFI 34-106, *Private Organization Programs - Compliance Mandatory*

DAFI 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 / yuju.han.kr@us.af.mil

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

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