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*Charleston AFB*

**SERVICES**

*Combat Support & Community Service*

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# Private Organizations

22 February 2006

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# Overview



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# Guidance



- AFI 34 - 223 Private Organization (PO) Program
- CAFBI 34 - 223 Fundraising for Private Organizations and Unofficial Activities
- AFI 36 - 3101 Fundraising within the Air Force
- AF Services 2003 PO Guidebook

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# Definition



- What is a Private Organization?

Self sustaining special interest groups, set up by people acting exclusively outside the scope of any official capacity as officers, employees, or agents of the Federal Government



# Definition



*Continued...*

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- Not a federal entity and not treated as such
- Not a NAFI (NAF entity)
- Not entitled to the sovereign immunities and privileges given to NAFIs or the Air Force
- Operate on an Air Force installation with the written consent of the installation commander

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# PO Establishment



- Unofficial activities/orgs are unit coffee funds, flower funds, and other small operations like booster clubs
- When an unofficial activity's/organization's current monthly assets exceed a monthly average of \$1000 over a 3-month period, the activity must:
  - Become a PO
  - Discontinue base operations
  - Or reduce its current assets

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# PO Establishment



*Continued...*

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- Must have a Constitution and By-Laws
    - State nature, function, objectives, membership eligibility, and sources of income
    - Outline personal financial responsibility of members
    - Describe PO officer responsibilities
    - Describe asset disposition procedures
    - Update every two years or when officers change
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# PO Establishment



*Continued...*

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- Must have liability insurance
    - Only the installation commander can waive
    - Must be reevaluated annually
  - Must notify members of joint and individual liability
  - Treasurer bonding is not required
  - Tax Exemption is the PO responsibility to seek from IRS
  - Must comply with all local, state, Federal and foreign laws
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# PO Financial Requirements



- Identify goals & objectives for control of assets
  - Budget
  - Financial Statements
  - Not required for POs with \$5000 or less in annual assets



# PO Audits



- PO with gross annual revenue of:
  - \$5000, less than \$10,000 – Financial Statements
  - \$100,000, less than \$250,000 – Financial review by an accountant
    - Paid by the PO
  - \$250,000 or more – Annual audit by CPA
    - Paid by the PO
- Installation commander may request AF audit anytime

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# Logistical Support



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- PO provides its own equipment, supplies, & mat'ls
  - No APF or NAF support
    - No direct financial assistance to a PO from a NAFI in the form of contributions, dividends, or donations of monies or other assets
  - No use of government email to advertise a fundraising event, recruit membership, run copies on government copier to produce flyers, etc
  - Government may provide occasional meeting place
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# Operating Policy



- POs will not use in title or letterhead:
  - Name or seal of DoD or DoD acronym
  - Name, abbreviation, or seal of any military department
  - Name or parts of the name of the AF or NAFI
  - Do not use your rank or job title in correspondence

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# Operating Policy



- The following disclaimer should be on all print and electronic media mentioning the PO's name confirming that a the PO is not part of the DoD;

**“ 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.”**



# Operating Policy



*Continued ...*

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- Will not use:
- Seal, insignia, other identifying device of an AF installation, e.g., AFB, Field or unit designation

~~Charleston AFB Booster Club~~

~~Charleston AFB Top 3~~

Charleston Booster Club

Charleston Top 3

- Any other name, insignia, abbreviation, seal, logo, or the like used by DoD or DoD component

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# Operating Policy



*Continued...*

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- Also not authorized:
    - Income to individuals except as wages
    - Competition/duplication with AAFES or Services
    - Frequent or continuous resale
      - Exceptions: Thrift Shops, AF Museum, & School/Squadron Memorabilia
    - Amusement, slot machines, raffles, lotteries, and other games of chance
      - Raffle restrictions in AFI 34-223, para 10.16 - can be done when all parameters are met and approved by Legal and commander
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# Operating Policy



*Continued...*

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- Not authorized:
    - Sale of alcoholic beverages
    - Use of MWR Commercial Sponsorship
    - Solicitation on base is prohibited
    - Off base solicitation permitted with no connection to the base or official part of the AF
      - DO NOT contact local businesses while in uniform
      - Do not promise a business something in return for the donation or gift – it is that...a donation or gift
      - One time recognition at the event in the form of a thank you is all that is authorized
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# Fundraising



- Most fundraising requests are routine
  - Bake sales, cookouts, car washes
  - **Fundraising request must be routed through:**
    - Facility being used for the fundraiser
      - AAFES, Shoppette, Golf Course, Bowling etc
    - Public Health (if food is involved)
    - Safety and Security Forces depending on function of the event
    - Legal
    - Services (Resource Management Flight)
    - Approved by Services Commander or Deputy

**(Signed delegation letter is pending)**

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# Fundraising



*Continued...*

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- **CAFBI 34-223 requires fundraising requests seven days in advance of the event**
  - More time is always appreciated!
- OCCASIONAL fundraisers are authorized
  - Two per calendar quarter
- Limited fundraising during CFC and AFAF
  - Must not take place in the work place

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# Questions about the Unofficial Activity or PO

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# Required from POs & Unofficial Activities

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- Copy of your Constitution and By- Laws
- List of current officers
- Financial Statement
- Copy of liability insurance policy or waiver
- Electronic submissions or disk required

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# Air Expo 2006



- Barnstormer Tent
  - Available for the sale of squadron unique items
  - Hats, patches, T shirts, pens, stickers
  - **No food or beverage items**
- 10% of the gross sales will be turned in to the Concession Project Officer on the first work day after the Air Expo
  - Monday, April 10<sup>th</sup> from 8am – 4 pm
  - Final amounts cannot be calculated without this money
- Proceeds will factor back into the overall profits to be distributed to the POs

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# Air Expo Concession Sales



- Will be manned by POs
  - Volunteer manning is determined by squadron manning listed on the wing manning document for a specified month
  - A percentage of base strength is determined and each squadron is allotted volunteer slots based on that percentage
  - Once all Air Expo concession overhead is paid, the total number of slots is divided into the base net profit
  - This determines value of the slot
  - So if your number of slots equal 10 and the slot value is \$100.00 then  $10 \times \$100 = \$1000.00$  to the PO

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# Air Expo Concession Sales



- There is no guaranteed amount per squadron
- You must have a checking account to which we can electronically transfer funds
  - If a checking account does not exist, it can be worked for a check to be cut, however, Services is mandated to EFT payments if at all possible
- Payments will be made NLT 28 April 2006
  - Remember all Barnstormer money must be turned in before the calculations can be done

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# Air Expo Concession Training



- Tentatively scheduled for Wednesday, 5 April
- Includes workers, booth managers, assistant booth managers
  - Concessionaire
  - Public Health Brief
  - Security Forces Brief
  - Safety Brief
  - Video
  - Question/Answers

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# Air Expo Correspondence



- Please use the following address to send all questions...

**[437SVSPprivateorganizations@charleston.af.mil](mailto:437SVSPprivateorganizations@charleston.af.mil)**

- There will be 3 of us answering these emails rather than clogging up one account
- Booth assignments will also be sent through this address

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# PO Information



- Briefing available at [www.437services.com](http://www.437services.com) under the Services tab, Private Organizations
- Additional information will be added as completed
  - AFI 34-223
  - PO Guidebook
  - CAFBI 34-223
  - Briefing
  - Concession Form
  - Barnstormer Form
  - Fundraising Form

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