

Private Organizations (POs)

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**412th Force Support Squadron
Mrs. Jessica O'Donnell**



Private Orgs



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- www.EdwardsFSS.com
 - AFI's
 - Frequently Asked Questions
 - Templates
 - Fundraiser Request
- **Maria Negron, PO Monitor**
 - 412FSS.FSR.Private.Orgs@us.af.mil
 - DSN 527-5644/(661 277-5644) or (277-7862)
 - Building 3000 2nd Floor. 2WS23

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What is a Private Org?



- PO's are:
 - Self sustaining special interest group
 - No official position in Federal Government
 - Require Installation CC written consent to operate
 - Have no integral parts of the military or Federal entities

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AFI's



- **AFI 34-223, AF Private Organization Program**
 - **Compliance Mandatory**
- **AFI 36-3101, Fundraising within the Air Force**

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Oversight



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- **Installation Commander**
 - ***Authorizes establishment**
 - **Approves insurance waivers**
 - **Withdraws authorization**
 - **Ensure background checks – Youth/Child Programs**
 - ****Approves PO and unofficial activity fund raisers (includes off-base fund raisers) Except during CFC and AFAF**

- **FSS Commander/Director**
 - **Monitors & administers PO Program**
 - **Monitors unofficial activities/orgs**

Note: *Delegated to 412 MSG/CC **Delegated to 412 MSG/CC



Operating a PO



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■ PO's may not:

- Sell alcoholic beverages
- Solicit in base housing
- Fundraise in uniform
- Get APF or NAF support
- Receive commercial sponsorship

■ PO's may:

- May accept gifts/donations
 - Must be given to someone in the PO
 - Recognition of donation may not be made publicly
 - Conduct raffles, lottery's, games of chance
 - Comply with AFI 34-223 para 10.16
 - 412 TW/JA for review
 - Comply with all local, state, Federal & foreign laws

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Establishment



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- **Establishing a PO**
 - **Must become a PO if**
 - **Assets exceed \$1,000 average/3 months**
 - **Must have Constitution & By-laws to include:**
 - **Nature, function, objectives, membership eligibility & source of income**
 - **Outline personal financial responsibility for each PO member**
 - **Describe PO officer responsibilities**
 - **Asset disposition procedures**
 - **Update every 2 yrs or when**
 - **Change in purpose, membership or officer change... whichever occurs first**



Establishment cont.



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- **Request to Remain/ Insurance Waiver**
 - Only need if PO does not have insurance.
 - All PO members need to be notified and understand they are liable.
- **Officers List**
 - Annually or whenever there is a change
- **Financials & Meeting minutes**
 - quarterly
- **Please do not add rank, military title, seals, or logos on PO documents or use government email addresses**
- **All Packages are routed through Legal/FSS/MSG**
 - Two- three weeks for approval
- **PO's are reviewed every year to make sure they are compliant.**
 - Non compliant- 30 Days before dissolved
- **All forms are sent to the PO workflow box 412FSS.FSR.Private.Orgs@us.af.mil**

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Fundraising



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■ Fundraiser ROEs

- Must be compliant to fundraise
- Only twice a quarter
- Cannot fundraise in the work place
- Conference rooms and break rooms are permitted
- During CFC/AFAF requests are approved by TW/CC
 - Unofficial PO's can not participate during this time.
- Cannot advertise fundraiser until you are **APPROVED!**
- Cannot advertise or post flyer in a work place
- Cannot send out base wide emails with your government email
 - Can post on social media, bulletin boards, etc.
- **MUST BE APPROVED TO ADVERTISE!!**

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Fundraising Cont.



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- **Fundraiser Request form**
 - **Include full PO name (no abbreviations)**
 - **Submit at least TWO WEEKS before fundraiser**
 - **Completed with who, what, where and how**
 - **Coordination required from Bldg. Manager**
 - **Coordination required from legal**
 - **Facility Manager**
 - **Golf, Bowling, Club, etc.**
- **Additional Signatures Cont.**
 - **Public Health**
 - **Selling Food**
 - **Fire Department**
 - **Grilling/Open Fires/Hot Plates etc.**

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FUNDRAISER FORM



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DETAILS of EVENT/ACTIVITY: PO or Unofficial Activity needs to plan out the. (Be specific and if necessary, attach separate page)

Who: Private Org Name

What: Car Wash Birthday Bash PO name will be selling T-Shirts

Where (exact location of event): Edwards Base Museum

When: 16 September 2016

Why (How are the funds/donations going to be used?) i.e., to benefit PO/unofficial activity, support official AF function, support outside organization.

Please be specific:

Funds raised during this event will be used towards Private Org Name for our annual Holiday Party.

INITIAL *****ADVERTISING PROHIBITIONS:** The Joint Ethics Regulation prohibits the use of DoD communication resources (**telephones, fax machines, E-mail, the Internet**) or any other gov't resource in any manner that would reflect adversely on the DoD, which specifically includes soliciting and selling (JER sec. 2-301.a. and b

POs must prominently display the following disclaimer on all print and electronic media mentioning the PO's name confirming that the PO is not part of the DoD:

"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."

Yes No

Check Appropriate Box

- Are you a registered PO with 412 FSS/FSR? If no, see #2
- If event is sponsored by an unofficial activity, will you raise more than \$1K/per month over 3 months? If so, must consult 412 FSS/FSR
- All participants will be volunteers, **not** in uniform, & if event is conducted during duty hours will be on leave/pass.
- Does this event involve food? (Must coord w/Public Health)
- Is event location considered the workplace?
- Does event involve solicitation in base housing?
- Are you seeking official endorsement of this event?
- Does event occur during the CFC/AFAF drives?
- Is NAF or APF equipment being used for this event?

*All fundraiser requests during CFC/AFAF have to be approved by 412 TW/CC. The routing process during CFC/AFAF can take up to three weeks. The requests must be directed exclusively to the members of the PO. Only registered POs can hold a fundraiser during CFC/AFAF.



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QUESTION TIME!!!!

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