

# *Headquarters U.S. Space Force*

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## **Private Organizations Training**

**By:**

**SBD1/JA**





# ***TODAY'S ROADMAP***

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- **Governing Rules**
- **Introduction to Private Org**
- **Introduction to For Us By Us Activity (FUBU)**
- **Operating a Private Org on the installation**
- **Dissolving a Private Org**



# ***GOVERNING RULES***

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**AFI 34-223, Private Organizations (PO) Program**

**AFI 36-3101, Fundraising Within the Air Force**

**DoD 5500.07-R Joint Ethics Regulation, Personal and professional participation in POs**

**DoDI 1000.15, Procedures and support for non-federal entities authorized to operate on DoD Installations**



The degree of clarity of  
which a televised image  
broadcast signal is received

**def·i·ni·tion** n. 1.  
The teacher gave definitions  
of the new words.  
of an image (picture)





# ***WHAT IS A PRIVATE ORGANIZATION?***

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## **What is a Private Organization (PO)?**

- POs are one type of non-federal entity. They are set up by **people acting exclusively outside the scope of any official capacity** as officers, employees, or agents of the Federal Government.
  
- **Basically: not owned or operated by the federal government but often made up of federal government employees.**



# *WHAT IS A FOR US BY US ACTIVITY?*

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## What is a For Us By Us Activity (FUBU)?

- Federal employees acting **within their official capacity** to fundraise among their own members, for the benefit of their own members or dependents.
- Ex. farewells, unit holiday parties, helping with personal misfortune etc.
- Private Orgs are NOT For Us, By Us entities



# *Operating a Private Org*

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- **Private Orgs must have:**
  - **Constitution and Bylaws**
    - **Must have CERTIFICATION that PO members were notified and understand their personal liability**
    - **Insurance or Insurance waiver signed by all members'**
    - **Budget and financial statement**



# *Operating a Private Org*

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- **Insurance Waiver**
  - **Must be renewed annually**
  - **Legal Review with Constitution and By-Laws**





# *Operating a Private Org*

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- Meeting minutes quarterly
  - Point of contact list annually or every board turnover
  - A valid Tax ID or Tax Exempt Number
    - (Confirm with IRS periodically)
  - Attend annual JA and 50 FSS training
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# ***PRIVATE ORG DO's and DON'Ts***

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**Operating on-installation or  
off-installation?**



# ***PRIVATE ORG DO's***

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When **on-base**, PO can:

- **Host fundraisers**
- **Maintain any amount of funds (conditions apply)**
- **Raise funds outside their unit (but away from “workplace”)**



# ***PRIVATE ORG DO's***

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**POs with certain levels of gross annual revenue must undergo audits and financial reviews at PO's own expense (section 10.7)**

- **\$5,000 - \$100,000 (no audit, but yearly statement)**
- **\$100,000 - \$250,000 (Accountant – CPA not needed)**
- **\$250,000 or more (CPA must perform audit)**



# ***PRIVATE ORG DO's***

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- **Must display disclaimer on all print and electronic media (AFI 34-223, para. 10.1.2.3):**

**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.**



# ***PRIVATE ORG DON'Ts***

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**When on base, PO cannot:**

- **Fundraise in uniform**
  - **Fundraise in the 'workplace' (desk-desk)**
  - **Solicit from anyone at anytime on installation**
  - **Use AF email or channels to advertise events**
  - **Host more than three fundraisers per calendar quarter**
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# ***PRIVATE ORG DON'Ts***

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**POs must not duplicate or compete with AAFES or Service NAFIs**





# ***PRIVATE ORG DON'Ts***

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- **PO may not sell or serve alcoholic beverages on base (AFI 34-223 Section 10.14)**
  
- **PO will not operate amusement machines, slot machines, or any other games of chance (except as provided for in AFI 34-223, 10.20)**





# ***PRIVATE ORG DON'Ts***

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When **off base**, POs **cannot**:

- **Wear uniform of official military attire during fundraisers**
- **Cannot use posters without the disclaimer**
- **Violate the laws of the state in which they operate**



# ***For Us By Us (FUBU)***

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**Unlike Private Orgs, FUBUs can:**

- **Be organized by the unit level command**
  - **Have their fundraising efforts be advertised and supported by the command**
  - **Advertise events to the unit using official channels, such as work email**
  - **Do all the above while on duty, if the mission allows**
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# ***For Us By Us (FUBU)***

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**When on-base, FUBUs can:**

- **Fundraise within their unit (primarily)**
  - **Request money from unit members only (<\$10)**
  - **Solicit money in the ‘workplace’**
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# *For Us By Us (FUBU)*

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When off-base, FUBU's can:

- **DO NOTHING!** FUBUs are considered 'federal entities' and therefore not permitted to conduct fundraisers off the installation or solicit gift from outside sources.



# ***PO v. FUBU***

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## **PO:**

- 1. Servicemembers +**
- 2. Members acting in personal capacity**
- 3. Cannot fundraise in uniform**
- 4. Cannot fundraise in workplace**
- 5. Cannot solicit on base**

## **FUBU:**

- 1. Servicemembers +**
- 2. Members acting in official capacity**
- 3. Can fundraise in uniform**
- 4. Can fundraise in workplace but largely limited to unit members**
- 5. Can solicit from unit members**



# ***PO v. FUBU***

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## **Private Org:**

- 6. Cannot use official channels to advertise**
- 7. Can raise and hold any amount**
- 8. Can fundraise off base**

## **FUBU:**

- 6. Can use official channels but only to unit members**
- 7. Cannot hold > \$1000**
- 8. Cannot fundraise off base**



# ***UNOFFICIAL UNIT-AFFILIATED ACTIVITIES***

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- **Examples: water funds, coffee funds, sunshine funds**
  - **Not PO UNLESS**
    - **Current assets exceed monthly average of \$1,000 over a three month period (do not count on-hand inventory in current asset calculation)**
  - **If activities exceed asset limit of \$1,000 then must become recognized as PO, discontinue operations, or reduce current asset level to below \$1,000**
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# ***UNOFFICIAL UNIT-AFFILIATED ACTIVITIES***

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- **Exception to asset limit:**
  - **UUA can temporarily exceed asset limit for a time period no longer than six months if substantial majority (more than 75%) of assets will be expended on upcoming large event**
    - **E.g. holiday party, military ball, etc**
  - **Average monthly limit of \$1,000 can be increased by \$100 for every 50 unit members over 300 members – maximum of \$5,000 monthly average**





# ***UNOFFICIAL UNIT-AFFILIATED ACTIVITIES - ACCOUNTING***

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- **UUAs not required to implement financial management tools**
- **UUAs, at a minimum, must implement financial controls**
  - **Maintain a two person accountability system for all cash transactions**
  - **Submit a basic annual financial report to the unit commander detailing income and expenditures throughout the year**

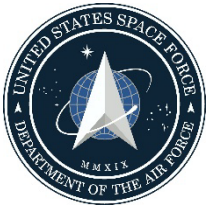


# ***AF ASSISTANCE FUND AND COMBINED FEDERAL CAMPAIGN***

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- **No fundraising during the CFC and AFAF**

**Exception:** Fundraising for Unit Holiday Party



# ***DISSOLVING A PRIVATE ORGANIZATION***

**GOING OUT OF BUSINESS!**

**EVERYTHING MUST GO!**



# ***DISSOLVING A PO***

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- **Must use funds to satisfy outstanding debts, liabilities, or obligations (Section 12)**
  - **Dispose of the residual balance as decided by the PO membership**
  - **Notify FSS of intent to dissolve PO and prepare time-phased action plan to do so**
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# ***DISSOLVING A PO***

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- **If becoming a FUBU, then must adhere to all FUBU rules (max \$1000 funds, cannot fundraise off base).**
  
- **Failure to comply means the FUBU will have to return to Private Org status.**



# ***OVERVIEW***

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- **Governing Rules**
  - **What is a Private Organization**
  - **PO Dos and Donts**
  - **Fundraising**
  - **For Us By Us (FUBU) Activities**
  - **Combined Federal Campaign and AF Assistance Fund**
  - **Dissolution of a Private Organization**
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ANY  
QUESTIONS  
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