

PRIVATE ORG (PO) AND UNOFFICIAL ORG FUNDRAISING GUIDELINES

PRIVATE ORGS and UNOFFICIAL ACTIVITIES operate exclusively outside the scope of official capacity. They may hold fundraisers subject to certain policies and regulations (DoD 5500.7-R, the Joint Ethics Regulation, AFI 34-223, and AFI 36-3101).

PRIVATE ORGS: Self-sustaining special interest groups operating on an AF installation with written consent of the installation commander. Private Orgs CAN conduct raffles/games of chance under VERY LIMITED circumstances (see AFI 34-223 10.16.) PO's must maintain current constitution/By-laws, financial statements, and meeting minutes in FSR to remain in active status.

UNOFFICIAL ACTIVITIES: Small, unofficial activities, such as booster clubs, coffee funds, etc. Current assets cannot exceed a monthly average of \$1000 over a 3 month period. If assets exceed \$1000, activity must become a PO, discontinue on-base operations, or reduce assets below the \$1000 threshold. Unofficial activities CANNOT conduct raffles/games of chance under ANY circumstances.

Neither PO's nor unofficial activities may solicit gifts/donations on base. Off base solicitations must clearly be indicated that they are not an official component of the Air Force by use of the following statement on all printed/electronic media: **"The (PO or unofficial org name) is not a part of the Department of Defense or any of its components and has no governmental status."** Names of PO's/unofficial orgs cannot lead the public to assume that they are an organizational unit of the AF.

- All requests must be made on Altus AFB Fundraiser Request form (Approval is required for both on and off base fundraisers).
- Requests are coordinated through facility manager and Resource Management office. Requests involving food preparation/handling must also be coordinated with Public Health. Requests are examined and returned with reason denied, or sent forward for further review (using the attached flow chart)
- Requests are routed through 97 AMW/JA for approval, remarks, and limitations
- Final decision approval authority currently delegated to the FSS Commander

GENERAL RULES FOR FUNDRAISING

- Must have approved fundraiser request (allow minimum of 7 days for coordination)
- All participants must be volunteers, not in uniform, and on leave if held during duty hours
- Cannot imply or give the appearance of official endorsement in any manner, to include advertisements for the fundraiser. Use of the disclaimer statement (above) is required on all fundraiser advertisements.

- **Cannot use government e-mail or letterhead to promote.** Cannot use government equipment, supplies, or other materials (to include official e-mail, mail, computers, phones and copiers)
- Use of rank, duty phone, or official e-mail address on fundraiser advertisements is not authorized.
- Must be conducted away from the workplace (i.e. entrances, lobbies, break rooms)
- Cannot compete with AAFES or NAF activities
- No more than 2 fundraisers per organization per calendar quarter
- No door to door solicitation in military housing
- Cannot sell or serve alcohol
- Cannot occur during CFC or AFAF drives

DONATIONS are products or money given for fundraising. An example would be a private org seeking donations from a local merchant to auction off as a fundraiser or to be given away at a unit party.

- Donations may not be solicited for in uniform or on base
- Donations cannot be requested using official letterhead OR government e-mail. The above disclaimer must be used to prevent implied official endorsement
- A verbal “thank you” may only be said once at the event
- No advertising can be made for the benefit of the donor. The donor’s business name or logo may not be printed or used in association with the donation

This is not an all-inclusive list. Any specific questions can be answered by calling Resource Management at 481-5543.