

**BY ORDER OF THE COMMANDER  
GRAND FORKS AIR FORCE BASE**

**GRAND FORKS AIR FORCE BASE  
INSTRUCTION 34-223**



**14 SEPTEMBER 2020**

*Services*

**FUND-RAISING FOR ALL GRAND  
FORKS AFB PRIVATE  
ORGANIZATIONS AND UNOFFICIAL  
ACTIVITIES**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: 319 FSS/FSR

Certified by: 319 FSS/CL  
(GS-14 Robert. A. Hubbs)

Supersedes: GRANDFORKS AFBI34-  
223, 14 October 2014

Pages: 5

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This instruction establishes procedures for private organizations in organizing and executing fundraising events for Grand Forks AFB. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afirms/afirms/>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional's chain of command.

**SUMMARY OF CHANGES**

This document has been revised and must be completely reviewed. Changes include: Clarified policies regarding approval delegation of Private Organization and Fundraising request on Grand Forks AFB. AFI 34-223, *Private Organizations (PO) Program*, remains the prescribing directive for Private Organization fund- raising activities.

## 1. Responsibilities

1.1. The primary purpose of this instruction is to implement guidance for organizing and executing fundraising events for Private Organizations on Grand Forks AFB. The Air Force Private Organization Guide, HQ AFSVA, 2019 and AFI 34-223, *Private Organizations (PO) Program*, 13 December 2018 set forth policies and procedures for the management of all Private Organization's activities.

## 2. Policies.

2.1. The installation Commander designates the 319 MSG/CC as the approving authority for establishment of Private Organizations. The approval authority for Fundraising on Grand Forks AFB may be delegated to Force Support Squadron Director (319 FSS/CL) by the 319 MSG/CC.

## 3. General Provisions.

3.1. Occasional fundraising is defined as not more than three (3) per calendar quarter per AFI 34-223 Para 10.10.2. Regardless of whether the fundraiser is on or off the installation. Violations of this limitation within one calendar year could result in the following:

3.1.1. First Violation – 3-month fundraising suspension

3.1.2. Second Violation – 6-month fundraising suspension

3.1.3. Third Violation – Recommendation for dissolution

3.2. Fundraising events must be requested on a fundraising request form located on the Grand Forks AFB Force Support website <http://319fss.com/po.html>. The request will be routed through the appropriate coordination prior to submission to the 319 FSS Director. Fundraiser requests need to be submitted at least two (2) weeks prior to the proposed fundraising event. Private organizations and unofficial activities may not begin fundraising efforts (including advertisement) until they have written approval from the 319 FSS/CL. Unofficial Activities may have unlimited fundraisers within the unit (For us, by us) at the discretion of the Unit Commander. All fundraisers outside of the unit require written approval from the 319 FSS/CL. "For us, by us" fundraisers are organizations composed primarily of DoD employees or their dependents when fundraising among their own members for the benefit of welfare funds for their own members or their dependents.

3.3. Coordination for fundraising events depend on the type of activity proposed. Military Public Health must coordinate on all events involving food. The 319th Security Forces Squadron (SFS) will coordinate on all events affecting traffic or security. The facility manager of location of event must coordinate to ensure knowledge of the event. Coordination with state government agencies may be required for certain types of activities such as raffles or games of chance. All coordination must be complete prior to submission to the 319 FSS Director.

3.4. Private organizations are prohibited from soliciting donations from any off-base business, firm, or corporation without prior approval from 319 FSS Marketing or 319 RW/CC. Private organizations and unofficial activities must not under any circumstances present themselves as representatives of the US Air Force or Grand Forks AFB. Private organizations are prohibited from requesting or soliciting donations on base, to include squadron holiday parties. Unofficial activities are not authorized to solicit on or off base.

#### **4. Procedures For Resale Activities.**

4.1. Sales must be limited to infrequent occasions. Any request for frequent or continuous sales of merchandise requires an AF- level waiver.

4.2. The Installation Commander or designated representative may approve the occasional sale of merchandise for fundraising; however, the merchandise must not be listed in AFI 34-211(I), *Morale, Welfare, and Recreation Army and Air Force Exchange Service Operations*.

4.3. Private organizations, unofficial activities and/or any non 319 FSS or AAFES activity may not conduct fundraising activities in Non-Appropriated Fund Instrumentality (NAFI) facility unless coordinated with or, under contract to that activity. The hosting activity must be receiving benefit or reimbursement (financial or otherwise) for the use of the facility or services being provided.

4.3.1. Private organizations, unofficial activities, and/or any non 319 FSS or AAFES activities are categorized into three groups for this purpose:

4.3.1.1. Favored support: Activity manager determines that the event or activity will support or enhance the facility's mission. NAF cost will be recovered through the details of the event, i.e. food or bar sales.

4.3.1.2. Complimentary support: Activity manager determines that the event compliments the operation or mission, and assess an "at cost fee" for the use of the NAF services provided.

4.3.1.3. Private enterprise support: Activity manager determines that the event is not necessarily favored or complimentary and is in fact mostly beneficial to the event owner and not the public. Manager will assess a fee commensurate with expected event revenue generation, i.e., 20% of receipts.

#### **5. Procedures For Other Fundraising Activities.**

5.1. Any food sales must be coordinated through the Military Public Health office. When other than pre-packaged food is served, all food servers and preparers must have food handlers training. All food purchased for resale must be purchased from an approved source. Proper food preparation and storage requirements must be maintained IAW applicable regulations.

5.2. Private organizations and unofficial activities using the commissary to purchase items to be resold during fundraising events must ensure that all customers are authorized commissary use. Commissary items may not be purchased with the "intent" to resell to unauthorized users, to include sales at squadron funded snack bars to civilians.

5.2.1. Private organizations and unofficial activities are encouraged to register with the IRS for tax purposes. Private organizations and unofficial activities should request to be issued a 'tax exempt' number which would allow organizations to purchase resale items from commercial sources without having to pay sales tax. The 319 MSG and 319FSS sometimes contract officially registered organizations to conduct operations for services at carnivals and air shows. All organizations must report earnings in accordance with the US Federal tax code. The tax ID number would allow the organizations to be compensated with the resulting IRS Form 1099 being assigned to the organization and not to an individual's income statement.

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**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 34-223, *Private Organizations (PO) Program*, 13 December 2018 Air Force Private Organization Guide, HQ AFSVA, 2019

***Prescribed and Adopted Forms***

No Forms prescribed by this publication.

***Adopted Forms:***

AF Form 847, Recommendation for Change of Publication.

***Abbreviations and Acronyms***

**AAFES**—Army Air Force Exchange Service

**AF**— Air Force

**AFB**— Air Force Base

**ACC**— Air Combat Command

**ACCI**— Air Combat Command Instruction

**OPR**— Office of Primary Responsibility

***Terms***

**Approval Authority**—Senior leader responsible for contributing to and implementing policies and guidance/procedures pertaining to his/her functional area(s) (e.g., heads of functional two-letter offices).