

2.1.3. Banks or credit unions (DoDI 1000.11, *Financial Institutions on DoD*).

2.1.4. Support provided under Innovative Readiness Training (DoDD 1100.20, *Support and Services for Eligible Organizations and Activities Outside the Department of Defense*).

2.1.5. American National Red Cross (DoDD 1330.5, *American National Red Cross*).

2.1.6. United Seaman's Service (DoDD 1330.16, *United Seaman's Service (USS)*).

2.1.7. United Service Organizations, Inc. (DoDD 1330.12, *United Service Organizations, Inc.*).

2.2. Unofficial unit-affiliated activities (e.g., coffee funds, water funds, sunshine funds) are not considered Private Organizations, unless current assets (cash, receivables and investments) exceed a monthly average of \$1,000 over a three (3)-month period. On-hand inventory is not included in current asset calculations. Activities which exceed the asset limit (\$1,000) must become a recognized Private Organization, discontinue operations, or reduce its current assets below the \$1,000 threshold. **(T-1)**

2.2.1. Unofficial unit activities may temporarily exceed the asset limit (\$1,000) for a time period not to exceed six (6)-months; if the substantial majority (more than 75%) of assets will be expended on an upcoming large unit event such as a holiday party, military ball, etc. **(T-3)**

2.2.2. The \$1,000 average monthly limit may be increased by \$100 for every 50 unit members over 300 members, to a maximum of \$5,000 monthly average. **(T-3)**

2.2.3. Unofficial unit activities, although encouraged to do so, but are not required to implement financial management tools (budgets/financial statements/audits), similar to those described in **paragraph 10.6.** and . **At a minimum, unit unofficial activities will implement the following financial controls:**

2.2.3.1. **Maintain a two (2)-person accountability system for all cash transactions. (T-3)**

2.2.3.2. **Submit a basic annual financial report to unit commander detailing income and expenditures throughout the year. (T-3) See paragraph 10.6.2.**

### ***Section B—Roles and Responsibilities***

**3. The Director, Air Force Services (AF/A1S).** Provides oversight and policy for the Private Organization Program, and unless otherwise noted, is the approval authority for any waivers or exceptions to this Air Force Instruction.

**4. The Commander, Air Force Services Activity (AFSVA/CC).** Oversees, develops and publishes operational guidance and procedures for the Private Organization Program.

#### **5. Installation Commander:**

5.1. Is the approval authority for establishment of Private Organizations when he/she determines they will make a positive contribution to the quality of life of base personnel. Approval authority and below actions may be delegated to Mission Support Group Commander (MSG/CC)

member to be assisted is one's supervisor, Airmen or Guardians may not be solicited to contribute more than \$10 to the collection.

5.3.4.3. The most common and best example of "for us, by us" fundraising is to collect funds for unofficial unit social events (e.g., hail & farewells, holiday parties, military balls) when funds must be collected and paid in advance to make arrangements for venues, catering, etc. Such fundraising can also help offset the per ticket price for junior members of the unit. Such funds collections are often referred to as social funds, flower funds, coffee funds, etc.

5.3.4.4. Such funds collections should be for the minimal amount of time necessary to plan and execute the social event. Per Air Force Instruction 34-223, if these unofficial activities/social funds collect and maintain a balance of more than \$1000 over a three-month period, the unofficial unit activity must apply to the Installation Commander for recognition as a private organization, unless all funds were collected for, and will be expended on, an upcoming (within six months after the third month that the activity/fund has had a balance of more than \$1000) unit social event. **(T-2)**

5.3.4.5. Although Air Force Instruction 34-223 does not govern unit unofficial activities/social funds, unit commanders can look to the instruction for illustrative guidance on appropriate fiscal controls. **At a minimum, unit commanders should implement two-person accountability for all funds collected (one officer, one noncommissioned officer recommended) regardless of whether or not a bank account is actually created to hold such funds. (T-3)**

5.3.4.6. "For us, by us" fundraising should normally be planned and executed to take place primarily where funds collected can come from unit members and their family members. A bake sale or lunchtime food sale, however, is often welcomed by other units and advertising can inform all installation Airmen and Guardians who might have an interest in participating in such sales. Contractor employees should not be targeted by advertising to participate in the fundraising event, but may on an unsolicited voluntary basis, elect to purchase goods or services of value at the unit fundraiser. An event that uses an installation facility, outside the unit, such as a car wash using the installation car wash complex, may target the installation-wide community so long as all tenant units have similar opportunity to engage in similar fundraising events. No fundraising events whatsoever may take place in federal workplaces other than in common areas. Workplace (desk-to-desk) collections are not allowed in such circumstances. **(T-2)**

5.3.4.7. Because unit commanders may support and endorse "for us, by us" fundraising events, they may allow military unit members to set up, execute and clean up from such events during the duty day and while in uniform. Because of concerns of coercion and favoritism, supervisors should not act as sellers of goods/services during the event. As such, these events should be of a very limited duration (e.g., the lunch hour) and a time of day and location where there are acceptable impacts on mission and unit routine. Unit commanders may authorize the use of official communications systems (e.g., official email) to advertise such unit fundraising events. However, caution should be used so that the source of the email (e.g., Commander, Command Chief, Supervisors) does not go beyond official support and endorsement and make participation in the event non-voluntary or compulsory.