6-Jul-23

MEMORANDUM FOR 75 MSG/CC

FROM: [Name of Unofficial Activity]

Subject: Notification of Unofficial Activity Operation on Hill Air Force Base.

1. The [Unofficial Activity Name] … [*Provide a concise statement of the UA’s purpose and mission. What are you raising funds for? What type of UA are you? IE Coffee Fund, Slush Fund, Sunshine Fund, Morale Fund.*]
2. The [Unofficial Activity Name] having met all the requirements in AFI 34-223, will operate as an Unofficial Activity on Hill AFB.
3. The [Unofficial Activity Name] current assets (cash, receivables and investments) do not exceed a monthly average of $1,000 over a three (3)-month period. Should we exceed that average outside of what is allowed in AFI 34-223 2.2, we will apply to become a Private Organization.
4. The [Unofficial Activity Name] will provide a copy of the annual financial report and list of officers to 75FSS.Private.Orgs@us.af.mil each year in February for validation that UA is in compliance with AFI 34-223.
5. The [Unofficial Activity Name] requests for Fundraisers outside of our direct Squadron will be provided at least 30 days in advanced to the 75 FSS for proper approval. We understand we are limited to 3 fundraisers per quarter open to people outside of our squadron.
6. We understand that per AFI 34-223 para 9.1 “Commanders may advertise and support their fundraising efforts through the use of official communication systems (to unit members) … Unofficial activities are still Federal entities and may not solicit gifts from outside sources or engage in off base fundraising.” Para 10.9 “unofficial activities/organizations will not operate amusement machines, slot machines, lotteries, raffles, games of chance, or other gambling-type activities; nor will they engage in frequent or continuous resale activities either directly or indirectly through third parties”.
7. If you have any questions, please contact [Name No Rank] at [Phone Number].

[SIGNATURE BLOCK

Title, UA Name]