



Private Organizations & Fundraising on MHAFB

1 March 2019



AGENDA

PO VS UA

Endorsement

PO Maintenance

Fundraising

Legal

Information Sources

Private Org VS Unofficial Activity

“Private Organizations are self-sustaining special interest groups, set up by people acting exclusively **outside** the scope of any official capacity as officers, employees, or agents of the Federal Government.” AFI 34-223 Section 1

Governed by AFI 34-223

FSS oversees and guides all PO's and fundraising activities

Legal provides interpretation of law with recommendations. Legal provides legal advice to FSS, not PO's

Unofficial activity: current assets < monthly average of \$1,000 over 3 month period. UA's must be registered with PO Office.



ENDORSEMENT



Official Business VS PO/UA Events

FSS Activities

Squadron PT

Commanders Calls

Staff Meetings

CAF Day

Squadron team building
events paid for with
squadron funds

Booster Club
Activities

Fundraisers

- Gift Wrapping at the BX
- Burrito Sale
- Softball Tournament

Events put on by a
booster club or
raised funds for
members of your
squadron from PO
or unofficial
activities



Private Organization, Unofficial Activity, or Official Business?

Air Force Sergeants Association	—————>	Private Organization
Mtn. Home High School Cheer Parents	—————>	None – not base affiliated
Annual Turkey Trot 5K	—————>	Official Business – FSS Event
Squadron Booster Clubs	—————>	Private or Unofficial
Sunshine and Coffee Funds	—————>	Unofficial Activity
Enlisted and Officer Spouses Clubs	—————>	Private Organization
Toys for Tots Drive	—————>	UA: Item Drive
CAF Day Softball Tournament	—————>	Official Business
Individual people wanting to fundraise	—————>	Unofficial Activity
Mtn. Home Chamber of Commerce	—————>	None – not base affiliated

PO Maintenance

Update your private organization's paperwork

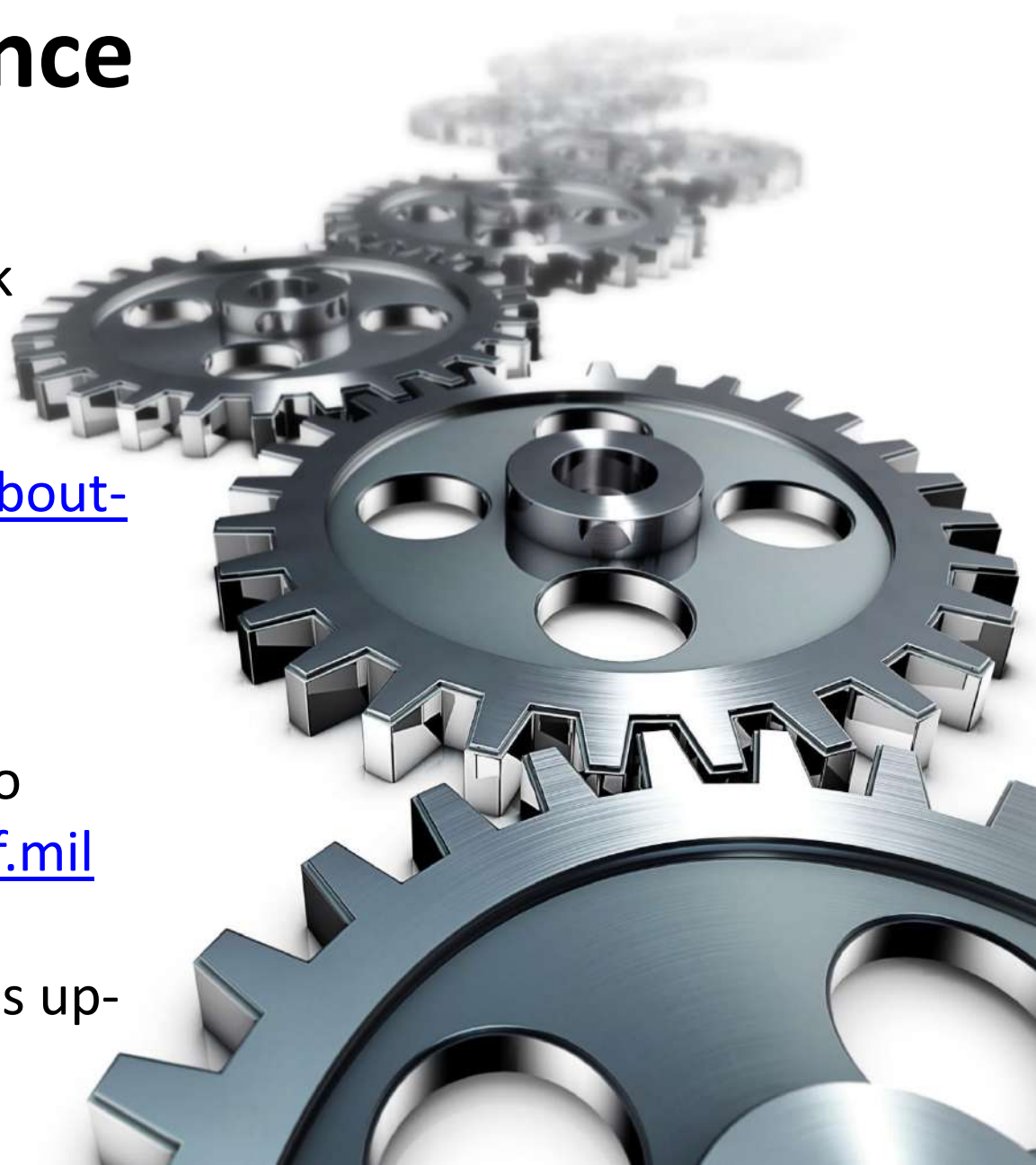
Forms can be found:

<https://mhafbfun.com/about-our-base/private-organizations/>

Submit forms via email to

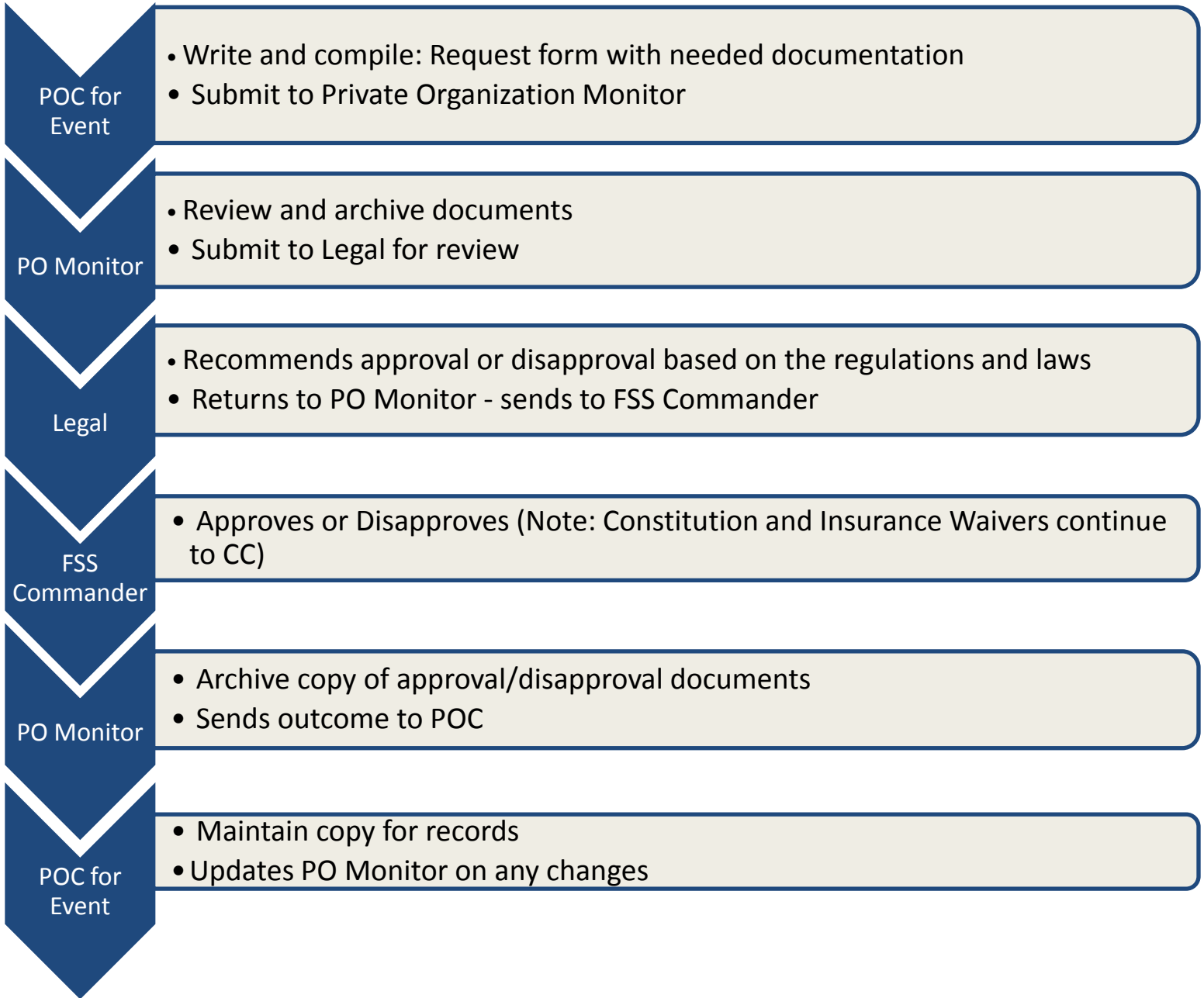
366FSS.Marketing@us.af.mil

Ensure your **contact list** is up-to-date!



Forms to Submit	Mandatory Update	Note
Constitution and By-laws	Biannual or Changes	Approved by the legal office & FSS Commander
Insurance Statement or Waiver	Annual	Approved by the legal office & FSS Commander
Letter of Understanding	Annual	PO liable for all accidents (not AF)
Financial Statements	Annual	Signed by Treasurer and President
Budget	Annual	Template available
Audit or Financial Review	Annual	Needed If: Annual Revenue \geq \$100,000
Officer Listing	Annual or Changes	Include Phone and Email
Minutes	Quarterly	More often is optional

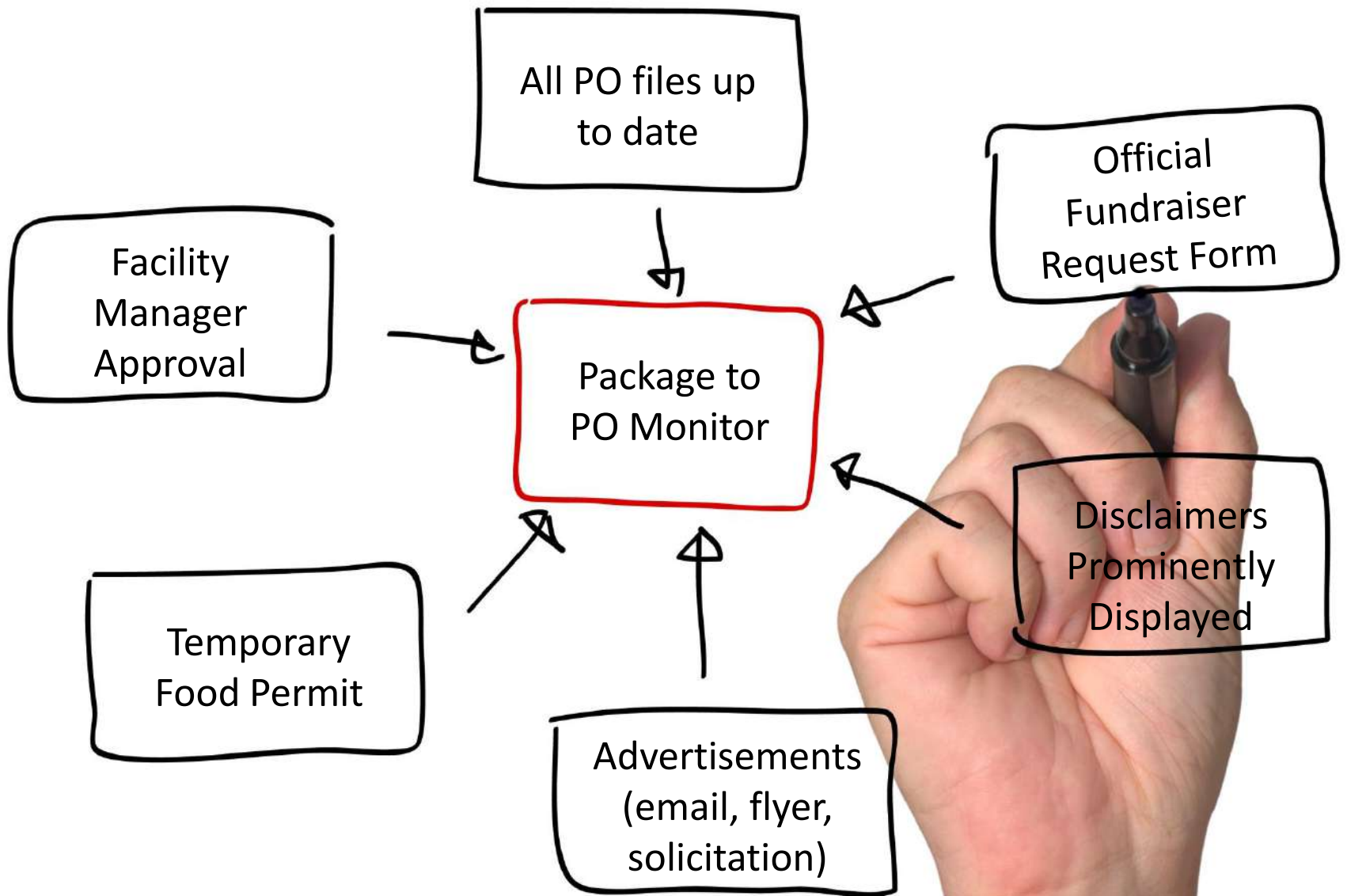
Information Routing





Fundraising





Fundraisers

- **Submit all forms at least 4 weeks in advance**
- **Include flyer & email templates**
- **Never** advertise before approved
- **3** fundraisers allowed per quarter
- **No** titles/DoD or AF references/Seals/Logos
- Follow the advertising checklist and use email template
- May **not** sell or serve alcohol
- On duty vs. off duty issues

PLEASE READ THE FOLLOWING INFORMATION/GUIDELINES PRIOR TO FILLING OUT YOUR REQUEST.

1. All requests need to be submitted at least **ONE MONTH** prior to the projected event.
 - a. **NO** soliciting or advertising is allowed until you have written approval from the 366th Force Support Squadron's Commander/Deputy Director.
2. A single fundraiser event can only occur for up to 10 consecutive days.
3. Private Organizations and Unofficial Activities are authorized up to **three** fundraisers per quarter.
4. Please keep in mind no fundraisers are authorized during Air Force Assistance Fund (AFAF) and Combined Federal Campaign (CFC) and all fundraisers should be planned around these dates; no requests will be received or approved during these times unless they directly benefit AFAF or CFC.
5. Raffles can only be conducted by Private Organizations with-in **Good Standings** and who hold a 501C status from the Internal Revenue Service.
6. Military members will **not be in uniform** during the fundraising event.
7. Military members and DOD employees will be in a **non-duty status** during the event.
8. The use of government resources will **NOT** be used (ex: government resources such as phones, email, and equipment).
9. This fundraiser will **NOT** involve the one-on-one solicitation of junior ranking members by higher-ranking participants in the fundraising effort.
10. The fundraiser will **not** involve any door-to-door or mailing solicitation on base.
11. Duty office phone numbers or contact emails are **not** allowed to be used as contact information on emails, flyers, and solicitation letters.
12. For emails: Message will **not** be sent as a **base-wide** email. Emails **can** only be sent to your organization's active members or your first sergeant and cannot exceed 10 megabytes.
13. For emails: You **cannot** include **prices** for your event in an **email message**, but it **can** be on an attached **flyer**.
14. Fundraisers cannot be for personal financial gain.
15. **Prior** to the submission of a fundraiser request, Private Organizations must have current paperwork on file, to include Constitution & Bylaws, Insurance Waiver, Letter of Understanding, Financial Statements, Budget, Elected Officials, and Quarterly Minutes.

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Fundraisers

Soliciting/Sponsorship

- Only FSS can gain sponsors on behalf of DoD/AF & FW
- May not solicit on base...no exceptions
- May solicit off base – make clear it's for your PO...not AF
 - Donor VS Sponsor
- Letter is mandatory – keep copy in files for proof
 - **Remember disclaimer!**
- Still need Request approved
- Be very careful – your appearance represents us all



Combine Federal Campaign & Air Force Assistance Fund

Fundraising Opportunities



Steve Vedder: 8-6559



John Bitrick: 8-6329



Mike Hurt: 8-6333

Publicity Opportunities

Host a Half-Marathon Water Station

Boo Bash Booth

Right Start

**366 FSS Private Organizations
& Fundraising Facebook Page**

Contact us for more
opportunities!





Where is this information?