

Fundraising AFI 36-3101 (page 1-31)
&
Private Orgs AFI 34-223 (page 1-16)

January 2019



Changes as of 09Oct18

- 3 fundraisers per quarter for both official PO's and unofficial PO's (including for us by us fundraisers)
 - Official Private Orgs are not meant to conduct "for us, by us" fundraisers, however could create sub-committees who are authorized for a specific event (holiday party decorations, food for a going away party, etc.)
 - "For us, by us" Activities, Joint Ethics Regulation Section 3-210 permits unit based "for us, by us" fundraising for the support of unit members and their family members.
 - "For us, by us" fundraisers should always be for a specific event, and should be planned in a way that funds are primarily being collected by unit members and their family members.
 - Unofficial orgs may have a 3 month extension on the \$1,000 cap for a large upcoming event (inventory items are not to be included in \$1,000 cap).
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Changes as of 13Dec18

- Unofficial Private Orgs may exceed \$1,000 cap for up to 6 months if 75% or more of their assets will be used on a large upcoming event such as a holiday party.
 - \$1,000 cap may be permanently increased by \$100 for every 50 unit members (not to exceed 5,000).
 - Unofficial Private Orgs must maintain a 2 person accountability system for all cash on hand and cash transactions.
 - NAFI may enter into a contractual agreements with unofficial/official Private Orgs to assist with selling alcoholic beverages at Morale, Welfare, and Recreation events.
 - Installation legal offices should not provide legal advice, however may ensure that they are compliant with Air Force regulations IAW AFI 36-3101 and any other applicable regulations.
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Documents on File at FSS/FSR

Officer Roster

- Please submit a new officer roster with each new election. Officer roster should be complete with a signature for each member listed.
- Signatures can be done either digitally or as a wet signature.

Meeting Minutes

- Meeting minutes should be submitted for every meeting held. This includes any meeting to discuss fundraiser events and new officer elections.

Constitution

- Constitutions are valid for two years once it has been approved.
 - Please submit your new constitution 6 weeks prior to constitution expiration in order to allow enough time to be approved through the proper chain of command.
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Documents on File at FSS/FSR

Insurance Certificate/Waiver

- Insurance waivers/certificates are valid for one year (one year from approval for waivers).
- Please submit your new insurance waiver request 6 weeks prior to waiver expiration in order to allow enough time to be approved through the proper chain of command.

Treasurer Acceptance Letter

- Please be sure to have your prior and newly elected treasurer stop by the private org office (Building 450, Room 123) to sign a letter for an official change of treasurer.
 - Official bank letters will be given to the new treasurer to take responsibility for the P.O. bank account.
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Documents on File at FSS/FSR

Financial Statement

- Financial statements should be submitted quarterly which is as follows: January – March, April – June, July – September, and October – December.
- Financial statements may be accepted in the form of an official statement from the bank, or an excel spreadsheet created by the P.O. If submitting a spreadsheet, please be sure that it includes the quarter it is being submitted for, the amount currently in the account for both pounds and dollars, account deposits, and account withdrawals.

Approved Fundraisers

- Please send COMPLETED fundraiser requests 14 days prior to the event. This includes the facility manager and public health signatures when necessary.
 - Please send COMPLETED fundraiser requests 30 days prior to event during AFAF (*Air Force Assistance Fund*) and CFC (*Combined Federal Campaign*).
 - Only three fundraisers are permitted per quarter.
 - All categories in your private org file must be in compliance for any fundraiser requests to proceed.
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Fundraising Do's and Don'ts

- Fundraising activities may not be conducted by military members or civilian employees during their duty time.
 - No more than three fundraisers may be conducted per quarter by any one private organization (official or unofficial). Quarters are as follows: [January – March](#), [April – June](#), [July – September](#), and [October – December](#).
 - Fundraising events are not to be advertised until approved by 100 FSS/CC.
 - The following disclaimer must be provided in all communications per AFI 34-223, Section 10.1, “This is a private organization. It is not a part of the Department of Defense or any of its components and has no governmental status”.
 - Private Organizations may accept gifts and donations, but may not solicit gifts or donations on base. Off-base solicitations must clearly indicate that they are for a private organization and not for the base or any official part of the Air Force.
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Fundraising Do's and Don'ts

- If the fundraiser involves food preparation, food handlers training must be obtained from public health. Please note that public health must also sign the fundraiser request form before it is submitted for review.
 - Fundraising during the Combined Federal Campaign and Air Force Assistance Fund are subject to more stringent requirements than fundraisers throughout the rest of the year and must be approved by the 100th ARW commander.
 - Fundraising activities may not duplicate or compete with the Army and Air Force Exchange Services or a Non-Appropriated Fund Instrumentality (100 FSS) such as clubs, base restaurants, or outdoor recreation.
 - Private Organizations and unofficial activities/organizations will not operate amusement machines, slot machines, lotteries, raffles, games of chance, or other gambling-type activities, (except IAW AFI 34-223 para 10.20.); nor will they engage in frequent or continuous resale activities either directly or indirectly through third parties
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Private Organization Coordinator

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100 FSS Resource Management
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