Scott Air Force Base,
Private Organizations/
Unofficial Activities
Guidance Handbook

Prepared by
375 FSS/FSR
Table of Contents

Cover Sheet 1
Table of Contents 2
Chapter 1. Definition/Authority 3
Chapter 2. Responsibilities 4-5
Chapter 3. Setting Up A Private Organization 6
Chapter 4. Operating A Private Organization 7-10
Chapter 5. Conducting Fundraisers 11
Chapter 6. Annual Review Requirements 12
Chapter 7. Ending a Private Organization 13

Attachments
1. Sample staff summary sheet (SSS) to request status 14-15
2. Sample constitution 16-22
3. Sample letter to request unofficial activity status 23
4. Sample balance sheet 24
5. Sample income and expense statement 25-30
6. Officer’s/points of contact form 31
7. Treasurer acceptance form 32
8. SSS for fundraiser 33
9. SSS for annual review 34
10. Format for letter to request insurance waiver 35
11. Request for dissolution 36
12. List of points of contact 37
CHAPTER 1 - DEFINITION/AUTHORITY

1. This booklet provides information and sample documents for private organizations (POs) and unofficial activities on Scott Air Force Base. The governing directive for these activities is AFI 34-223.

2. POs are self-sustaining special interest groups set up by people acting outside the scope of any official position they occupy in the federal government.
   a. POs are not integral parts of the military service or federal entities.
   b. They are not nonappropriated fund instrumentalities (NAFIs) as defined in AFI 34-201.
   c. They are not entitled to the sovereign immunities and privileges given to the Air Force.
   d. They operate on Air Force installations with the written consent of the installation commander.

3. Unofficial activities are small groups of individuals who are not required to be formally established as POs because their current assets (which includes cash inventories, receivables, and investments) do not exceed a monthly average of $1,000 over a 3-month period. If an unofficial activity’s current assets exceed the $1,000 limit, it must become a PO, discontinue operations, or reduce current assets. Unofficial activities follow the same general rules as POs with the exception that they are not required to have a constitution or file annual financial reports. However, while an annual report submission is not required, that does not eliminate the requirement for the unofficial activity to maintain financial records to ensure full accountability of amounts received and expended. It is the responsibility of the unofficial activity to initiate actions when their assets exceed the $1,000 limit.
CHAPTER 2 – RESPONSIBILITIES

1. Installation Commander:

NOTE: The responsibilities outlined in this section have been delegated to the 375th Mission Support Group Commander (375 MSG/CC).

   a. Authorizes the establishment and operation of a PO:

      (1) When it is determined that the PO will make a positive contribution to the lives of base personnel.

      (2) May withdraw authorization if the PO:

         (a) Prejudices or discredits the US Government.

         (b) For not complying with the requirements of AFI 34-223 or other applicable directives.

         (c) Any other reasonable or just cause.

   b. Approves requests for fundraisers or may delegate this approval function to the 375th Force Support Squadron Commander (375 FSS/CC).

   c. Designates the 375 FSS/CC to monitor and advise on PO and unofficial activity/organization activities.

   d. May direct a PO to eliminate duplication of services, particularly when these services compete with the installation’s nonappropriated fund revenue-generating activities.

   e. Ensures background checks are completed for employees and volunteers of Pos who have contact with children under the age of 18 in DoD-operated, contracted, or community based programs that are used to supplement or expand child care or youth services, according to DoD Instruction 1402.5 (i).

2. The 375 FSS/CC

   a. Monitors PO’s and unofficial activities.

   b. Advises PO officers.

   c. Directs the Resource Management Chief (RMC) to keep a file on each activity.

3. Resource Management Chief (RMC):
a. Reviews each activity annually to make sure documents, records, and procedures outlined in the Guidance Handbook are in order.

b. Coordinates on all requests to establish a PO or unofficial activity. The purpose of this coordination is to maintain copies for maintenance of activity file.

c. Coordinates on all fund raising requests. The purpose of this coordination is to verify that activity files are current.

4. 375 AMW Legal Office

   a. Reviews all requests to establish a PO or unofficial activity. This review includes constitution and bylaws (as applicable). Provides appropriate recommendation to commander for approval or disapproval.

   b. Reviews all fund raising requests and provides appropriate recommendation to commander for approval or disapproval.
CHAPTER 3 - SETTING UP A PRIVATE ORGANIZATION/UNOFFICIAL ACTIVITY

1. Background: Basically, in order to do fund raising on Scott AFB, the organization wanting to do the fund raising must be approved to operate on Scott. The Mission Support Group Commander (MSG/CC) for the base has been delegated authority to approve these operations. If an organization expects to maintain over $1000 in their account, they must be established as a private organization. Those with less than $1000 are established as unofficial activities. The primary difference in establishing an unofficial activity vice a private organization is that a private organization must have a constitution.

2. Process. The approval to become established as a private organization or unofficial activity requires that a Staff Summary Sheet (AF Form 1768) be submitted (see attachment 1 for sample). (Requestors are responsible to keep a copy of their entire submission.) The Staff Summary Sheet (SSS) is routed through 375 FSS/FSR and 375 AMW/JA for coordination and then sent to the 375 MSG/CC for approval. The approved SSS is returned to 375 FSS/FSR for filing. The 375 FSS/FSR will provide a copy of the approved SSS to the requestor.

3. Documents:

   (a) Private organizations. If the organization is seeking PO status, the proposed constitution and bylaws (see attachment 2 for sample) must be attached to the SSS. Additionally, typically PO’s will also submit a letter requesting a waiver to insurance requirements (see attachment 10 for sample) at this time. The constitution must: address the nature, function, classification, objectives, membership eligibility and sources of income of the PO. It must notify all members of their personal financial responsibility. It must describe the responsibilities of PO officers for asset accountability, liability, satisfaction, and sound financial and operational management. It must provide specific guidance on how to dispose of residual assets remaining in the PO treasury after satisfaction of outstanding debts.

   (b) Unofficial activities. If the organization is seeking unofficial activity status, a letter requesting that status (see attachment 3 for sample) must be attached to the SSS. Additionally, typically unofficial activities will also submit a letter requesting a waiver to insurance requirements (see attachment 10 for sample) at this time.
1. The installation commander provides limited supervision over POs. The commander’s control lies in the power to authorize and withdraw authorization for these organizations to operate on the installation.

2. To prevent the appearance of an official sanction or support by the Department of Defense.
   a. POs may not use the seals, logos, or insignia of the DoD or any DoD Component, DoD organizational unit, or DoD installation on organization letterhead, correspondence, titles, or in association with organization programs, locations, or activities.
   b. POs operating on DoD installations may use the name or abbreviation of the DoD, an Air Force organizational unit, or installation in the PO name provided that the status as a PO is apparent and unambiguous and there is no appearance of official sanction or support by the DoD. The following applies:
      (1) Pos must have written approval from the installation commander before using the name or abbreviation of the installation or organizational unit. Requests for use of the DoD or Air Force name or abbreviation must be routed through the MAJCOM/A1S to HQ AFSVA/CDM.
      (2) Any use of the name or abbreviation of an Air Force organizational unit, or installation must not mislead members of the public to assume a PO is an organizational unit of the Air Force.
      (3) Pos must prominently display the following disclaimer on all print and electronic media mentioning the PO’s name confirming the the PO is not part of the DoD: “THIS IS A PRIVATE ORGANIZATION. IT IS NOT A PART OF THE DEPARTMENT OF DEFENSE OR ANY OF ITS COMPONENTS AND IT HAS NO GOVERNMENTAL STATUS.”

3. PO’s and unofficial activities may not discriminate in hiring practices or membership policies based on age, race, religion, color, national origin, ethnic group or gender.

4. PO’s and unofficial activities may organize around a cultural or ethnic focus as long as they do not restrict their membership on the basis of culture or ethnicity.

5. PO’s and unofficial activities may not haze or harass, either physically or mentally, as part of their initiation rites.

6. PO’s and unofficial activities may operate as religiously oriented provided:
   a. Requests by similar organizations are also approved.
   b. Authorization is for nonexclusive use of government facilities.
c. No sign or insignia or other organizational identification is placed on or inside government facilities except when the organization’s activities are in progress.

d. Membership is not restricted to members of the religion involved.

e. The installation staff chaplain coordinates on the request.

7. PO’s and unofficial activities must be self-sustaining. There will be no direct financial assistance to an activity from a NAFI in the form of contributions, dividends, or donations of monies or other assets.

   a. They must properly plan and adequately control the monetary aspects of their goals and objectives.

   b. Individual members may not derive income from the activity except for specific performed services.

8. PO’s and unofficial activities must ensure fiscal accountability is maintained and that appropriate internal controls are established to prevent misuse of funds. They must ensure their goals and objectives are properly identified and their assets are properly controlled and programmed. Tools used in this financial management process include budgets and financial statements.

   a. Budgets. Budgets are logical, detailed plans for operations that are expected to occur, expressed in dollars for the year (may be broken down by month and quarter). Budgets project activities (income and expense) as well as planned capital purchases. The purpose of a budget is to establish and define financial objectives and to outline plans to achieve those goals.

   b. Financial Statements. Typically, there are two different reports associated with the financial statements; a balance sheet and an income and expense statement.

      (1) Balance Sheet. The balance sheet accounts for total assets (e.g. cash, accounts receivable, property, etc) and are statements of financial condition (assets versus liabilities and net worth) at a point in time (see attachment 4 for sample).

      (2) Income and expense statement. This statement provides a financial breakdown of revenue (e.g. dues, sales, fees, etc.) and expenditures (e.g. donations, awards, luncheons, etc.) for the period, usually monthly (see attachment 5 for sample). Use an income and expense statement, either on an accrual or cash basis, to show actual monetary events that have occurred during the period.

9. Activities with a certain level of gross annual revenue must undergo audits and financial reviews.
10. Activities may not engage in fundraisers that duplicate or compete with Army and Air Force Exchange Service (AAFES) or FSS activities.

11. PO’s and unofficial activities may not engage in frequent or continuous resale activities or operate amusement or slot machines.

   (a) The prohibition against frequent or continuous resale activities does not preclude collective purchasing and sharing of purchased items by members of the PO’s or unofficial activities/organizations so long as there is no actual resale. “Resale” is defined as the sales of items at a markup intended to generate cash in excess of that needed to pay expenses; cash generated from rounding up costs to a sales price to make a sales price more convenient to the customer does not constitute resale.

   (b) Occasional sales for fundraising purposes may be approved (e.g. bake sales or similar events). “Occasional” is defined as not more than two fund raising events per quarter. Base-wide special events such as the air show, September Celebration, Sweet Heart program, etc., will not be counted toward this limit.

12. PO’s and unofficial activities may not sell or serve alcoholic beverages.

13. PO’s and unofficial activities must have liability insurance unless the requirement is waived.

   (a) PO’s for which waivers have been granted may be required to obtain insurance for certain special events which involve greater risk of injury or damage.

   (b) Insurance waivers must be re-evaluated annually.

14. PO’s should consider bonding for its treasurer.

15. PO’s and unofficial activities must comply with all applicable federal, state, local, and foreign laws governing like civilian activities.

16. Activity officers and members must report any signs of fraud or other improprieties to the 375 FSS/CC.

17. PO and unofficial activity officer and member actions must not prejudice or discredit the US Government or conflict with governmental activities.

18. PO and unofficial activities may not solicit funds for their organization on base. Off-base solicitations must comply with AFI 34-223 and base operating instructions.

19. PO and unofficial activities are responsible for their tax-exempt status (if eligible and desired) and must work with appropriate federal or state taxing authorities.

20. Logistical support for PO’s and unofficial activities is limited as follows:
(a) PO’s and unofficial activities must furnish their own equipment, supplies, and other materials. Neither NAF nor APF can be used to support such activities.

(b) May be provided space for meetings of reasonable duration and frequency subject to the following:

(1) PO’s and unofficial activities must reimburse for services (to include utilities) when facility is used other than on an occasional basis (unless authorized by an AF directive).

(2) PO’s and unofficial activities must reimburse for any additional costs incurred by the AF resulting from such use, e.g., incremental increases in maintenance and janitorial expenses.

21. PO’s and unofficial activities must provide the following information to 375 FSS/FSR:

a. Any change of officers or points of contact (as changes occur), using sample format on attachment 6 of this handbook.

b. Any change of treasurer (as change occurs), using sample format on attachment 7 of this handbook.

22. PO’s and unofficial activities must obtain written approval to conduct fundraising events on Scott AFB (see chapter 5 for procedures).

23. Within 30 days after the end of their fiscal year, PO’s are required to file an annual report (see chapter 6 for specific requirements).
1. Background: Prior to conducting a fundraising event on Scott AFB, written approval from the 375 MSG/CC must be obtained. The maximum number of fundraising events a PO or unofficial activity can conduct in a quarter is two. If an activity is not current (approved to operate and in the case of PO’s annual review for last fiscal year filed), their fundraiser requests will not be approved. Depending on the type of fundraiser and risks associated with it, insurance may be required (typically it is not); legal will make the final determination of this requirement. Members of the PO or unofficial activity must also be aware that they cannot work the fundraiser while on duty. Requests to conduct games of chance (to include bingo), lotteries, or other gambling activities will not be approved. Raffles may be held under special circumstances but must comply with AFI 34-223 requirements as well as state and county regulations.

2. Process: A SSS requesting approval of the fundraiser must be submitted sufficiently in advance of proposed event to allow for co-ordinations (typically, a 3 week lead time is sufficient for the process). Co-ordinations required depends upon the type of fundraiser that is being proposed. Following are typical co-ordinations:

(a) 375 FSS/FSR - this office reviews and coordinates on all fundraising requests. The purpose of the review is to verify the requesting activity is current and eligible to conduct fundraising on the base.

(b) AAFES/FC - this office coordinates on any fundraisers involving food sales as well as any car wash activity in their parking lots.

(c) DECA/FS - this office coordinates on any fundraisers involving food sales.

(d) AMDS/SGPM - this is the public health office and they must coordinate on any fundraisers involving food sales.

(e) 375 CES/CEF – coordinates on any fundraiser that involves open flames or grilling.

(f) 375AMW/JA - the legal office reviews all fundraiser requests to ensure compliance with applicable regulations.

(g) 375 MSG/CC- the MSG commander is the approving official for fundraisers.

(h) Other co-ordinations. There may be other coordination required, depending upon the type of fundraiser being planned. For example, if you are planning a fundraiser within the confines of a building, there must be coordination with the facility manager prior to submitting your fundraiser request.

3. Documents required. A sample SSS is available in attachment 8 to this handbook. Also locations and points of contact for co-ordinations are listed in attachment 12.
CHAPTER 6 - ANNUAL REVIEW REQUIREMENTS

1. Background: Annually, each PO must provide an annual report to the base private organization monitor. The purpose of this report is to ensure the activity has implemented fiscal disciplines to safeguard and account for funds as well as to update records with current officers, constitution, etc. This report is due within 30 days after the end of the fiscal year (note – each activity determines their fiscal year, typically it is either 30 Sept or 31 Dec, but can be any month).

2. Process. A SSS is submitted through the private organization monitor (375 FSS/FSR) and the legal office (375 AMW/IA) for MSG/CC approval. Sample SSS (attachment 9) as well as sample documents are made as attachments to this handbook.

3. Documents: The following documents must be submitted:
   (a) Balance sheet for the end of the fiscal year.
   (b) Income and expense statement for the fiscal year.
   (c) List of current officers (Privacy act statement to be included).
   (d) Copy of treasurer acceptance statement.
   (e) Copy of current year budget.
   (f) Waiver to liability insurance.
   (g) Revised constitution and by-laws (required every two years).

2. If the above annual review requirements are not submitted, the activity will not be considered current and cannot conduct fundraisers.
CHAPTER 7 - ENDING A PRIVATE ORGANIZATION

When an activity decides to disband or shut down, it must:

1. Use its funds to satisfy any outstanding debts, liabilities, or obligations. (Any unpaid obligations remain the responsibility of the PO or unofficial activity members.

2. Dispose of the residual balance as decided by the membership.

3. Activity officers must notify the 375 FSS/CC of their intent, in writing, to dissolve the activity and must prepare a time-phased action plan to do so (sample notification form can be found on attachment 11).
SAMPLE STAFF SUMMARY SHEET TO REQUEST PO STATUS

FILE NAME - SEE PO1768.FPK
ATTACHMENT I

SAMPLE STAFF SUMMARY SHEET TO REQUEST UNOFFICIAL ACTIVITY STATUS

FILE NAME - SEE UA1768.FPK
SAMPLE
CONSTITUTION FOR
PRIVATE
ORGANIZATIONS
SAMPLE
CONSTITUTION FOR PRIVATE
ORGANIZATIONS

The sample constitution that follows contains all basic provisions for writing a private organization constitution. Items in italicized bold print are mandatory statements that must be included verbatim in the constitution as shown below. Other items are statements that an organization may choose to include as shown below or change to fit their own particular objectives and desires. All articles and sections addressed in the example below must be addressed in each private organization’s constitution.

ARTICLE I
NAME AND AUTHORITY

Section 1. The name of this organization will be _______________________________ and is established pursuant to the provisions of AFI 34-223, and in accordance with all applicable civil and military laws and regulations. Operation is contingent on compliance with the requirements and conditions of all applicable Air Force regulations.

Section 2. This is a self sustaining organization (private organization) and operates on Scott Air Force Base only with the written consent of the Installation Commander, 375th Air Mobility Wing.

NOTE: DoDI 1000.15, Private Organizations on Department of Defense (DoD) installations (24 Oct 08), states that Non-Federal entities will not use the name of any DoD Component if the use would create the appearance of official sanction or support by the DoD.

ARTICLE II
PURPOSE

The purpose of this organization shall be to_______________________________. This organization will conduct itself in a manner that is free of racial discrimination. The organization will provide equal opportunity and treatment for all members and prospective members regardless of their race, color, religion, gender, disability, age, or national origin.

ARTICLE III
MEMBERSHIP

Section 1. Active members:
Section 2. Associate members:
Section 3. Affiliate members:
Section 4. Honorary members:
Section 5. Any person wishing to join this organization will make an application at a regular membership meeting.

Section 6. Membership in this organization will be terminated:

a. Upon request or PCS of the member concerned;

b. If the member fails to meet financial responsibilities, such as dues being 3 months in arrears;

c. Upon recommendation of the board of governors after a complete review of the circumstances and approval of the general membership;

d. Failure to meet participation requirements and recommendation of the board of governors with the approval of the general membership;

e. For any other valid reason when recommended by the board of governors and approved by the general membership.

NOTE: If there are different classes of membership, they must be specified separately; if not, membership eligibility itself must be addressed.

ARTICLE IV
DUES AND FINANCES

Section 1. Dues (will/will not) be paid by active or affiliate members.

Section 2. The dues shall be established by the by-laws of this constitution.

Section 3. (Income/other income) will be obtained from fundraising events and other activities as approved by the general membership and the Installation Commander, 375th Air Mobility Wing.

Section 4. Money collected will be used for operation of this organization to __________________________ (Purchase trophies, fund club parties, make donations, etc.). BE SPECIFIC IN YOUR EXPLANATION.

Section 5. Income will not accrue to individual members except through wages and salaries for private organization employees or as payment of services rendered.
ARTICLE V
OFFICERS AND ADMINISTRATION

Section 1. The administration of this organization shall be conducted by a board of governors, constituted as follows: a president, vice-president, secretary, and treasurer. These officers shall perform the duties herein specifically provided for and also those specified by the by-laws and other such duties as are usually incident to their office.

Section 2. Each term of office shall be for 6 months.

    a. Officers’ terms may be terminated prior to 30 June or 31 December for the following reasons:

        (1) Permanent change of station.

        (2) Resignation, if accepted by a majority vote of the board of governors.

    b. The term of office will begin 1 January and 1 July.

Section 3. Elections.

    a. All members of the board of governors shall be elected at the second meeting in June and December from a slate submitted by a nominating committee at the first meeting in June and December. Nominations may be made from the floor. Elections require a majority vote of the votes cast; and in case a majority is not received by a candidate, then a run-off vote shall be held for the top two candidates. Votes will be cast by secret ballot. Proxy votes will not be permitted.

    b. Members eligible for holding office must have at least 6 months remaining on station at the beginning of their term and must have been an active member for at least 3 months.

    c. A majority vote of the members present shall be needed before any proposed action becomes valid. A majority shall be half plus one of the members present. The president shall vote only in case of a tie.

Section 4. Vacancies occurring in the office of the president shall be filled by special election. Other offices will be filled from the board of governors by appointment by the president for the remainder of the term. Should two or more board members vacate from the board, a special election will be held to fill the vacancies.

Section 5. Duties and powers of the board of governors.

    a. The board of governors shall meet when deemed necessary by the organization or the president. The presence of three-fourths of the board members is required to constitute a quorum. The action of the board of governors requires a majority vote before it is valid. Proxy votes will not be permitted.
b. The board of governors has the authority to authorize expenditures of amounts not
greater than $50 dollars. Other expenditures require a majority vote of the members at any
meeting.

c. The board of governors will recommend policies, supervise programs, approve
entertainment, rule on membership, except as specifically provided otherwise, resolve
grievances, complaints, suggestions submitted by members, and ensures the club’s constitution,
bylaws, or updated every two years or when there is a change in the purpose,
function, or membership eligibility, whichever comes first.

d. The president shall preside over all meetings of the board of governors and
general/special meetings of the membership. He/she shall call special meetings of the
membership, supervise elections, appoint committees as deemed necessary, prescribe their
function, and appoint the committee chairperson.

e. The vice-president shall assume the duties of the president in the president’s
absence.

f. The secretary shall maintain written minutes of all meetings. Minutes shall be
made available for review to any member.

g. The treasurer shall receive, deposit, disburse, maintain a record and account for all
funds of the organization, and prepare the publication of all monthly statements of the financial
status of the organization. A financial status report will be given to the membership at each
general membership meeting.

h. The books of the treasurer will be reviewed at least 2 weeks prior to termination of office.
The results of this review will reflect the new treasurer’s acceptance of said books. A copy of
the new treasurer’s acceptance will be forwarded to 375 FSS/FSR within 30 days of transfer
of office. Year-end financial statements covering 1 January through 31 December of the
previous year will be forwarded to 375 FSS/FSR by COB 15 February of each year. Cost of all
financial reviews/audits is the responsibility of this organization.

NOTE: Most language in ARTICLE V is provided as an example; duties of organization
officials must be specified in the constitution.

ARTICLE VI

INSURANCE

The organization will maintain liability and property damage insurance coverage
commensurate with risk to protect against any claims or lawsuits that might arise from the
commission or omission of acts by its members when acting in any capacity for or in
participating in any activities of the organization. Such coverage, when required,
must expressly provide that neither the US Government nor any Nonappropriated Fund Instrumentality will be liable for any claims or judgments against the organization or its members. A copy of the insurance policy and all renewal policies will be forwarded to 375 FSS/FSR. If insurance is not deemed necessary, submit a Request for Waiver of Insurance requirement to 375 FSS/FSR for approval by the Installation Commander, 375th Air Mobility Wing.

ARTICLE VII
MEETINGS

Section 1. General membership meetings will be held on the first and third Tuesday of every month.

Section 2. Special membership meetings may be called at the discretion of the board of governors or must be called upon written petition of two-thirds of the membership.

Section 3. Public notices of special membership meetings must be given. Public notice will be given by posting in the Plan of the Day and the Daily Bulletin at least 2 weeks in advance.

Section 4. A majority vote of the members present is required for passing a resolution, except as otherwise provided.

ARTICLE VIII
DISSOLUTION

Section 1. In case of dissolution of the organization, any funds in the treasury after satisfaction of any outstanding debts, liabilities or obligations will be donated to the base youth activities program, local charities, or ______________________________ (be specific). Disposal of other assets shall be determined by the membership. However, if upon dissolution, liabilities exceed assets, then the excess of liabilities over assets shall be paid by the membership. For the purpose of this article, a member is defined as one whose name is carried on the roll of the active and associate members as of the date of notification. The membership of this Private Organization may be liable, jointly and severally, under the laws of Illinois for organizational debts in the event the organization’s assets are insufficient to discharge liabilities. PO members have been notified and understand their personal financial liability for obligations of the PO, provided by law. Distribution of residual funds and other assets must not accrue to the benefit of any individual member or the membership as a whole.

Section 2. In the event that a nonappropriated fund instrumentality fills the need for which this private organization is established, this organization will be dissolved. Under those circumstances, all financial transactions of dissolution would be concluded separately and
apart from the operation of any activity established as a nonappropriated fund instrumentality.

Section 3. Upon determination to dissolve, written notice will be given to 375 FSS/FSR immediately.

Section 4. The Installation Commander, 375th Air Mobility Wing, has the authority to dissolve this organization in the event that there are no members present or in the best interest of the United States Air Force.

ARTICLE IX
BY-LAWS

By-laws shall be established or changed by the membership of the organization. Individual bylaws may be initiated, changed or eliminated by two-thirds vote of the voting members at any meeting with 2 weeks notice.

ARTICLE X
AMENDMENTS

Section 1. The constitution may be amended at any scheduled meeting of the organization by two-thirds vote of the membership present and eligible to vote, provided that a written, printed, or public notice of the proposed amendment has been given to the membership at least 2 weeks prior to the date of the meeting. Amendments to the constitution can be proposed by the board of governors or by written petition of two-thirds of the membership at any meeting.

Section 2. Conflicts of any provision of the constitution or by-laws with existing military directives will be changed administratively subject to the final review of the Installation Commander, 375th Air Mobility Wing.

ARTICLE XI
ADOPTION

This constitution was approved by a majority vote of the general membership of this organization on _______________(date), and is submitted for approval by the Installation Commander, 375th Air Mobility Wing, Scott Air Force Base, Illinois.

_____________________________________________________
President’s signature

_____________________________________________________
Vice-President’s signature

_____________________________________________________
Secretary’s signature

_____________________________________________________
Treasurer’s signature
MEMORANDUM FOR 375 FSS/FSR

FROM:

SUBJECT: Request for Unofficial Activity Status

1. _____________________________ desires status as an unofficial activity authorized to exist and operate as a self-sustaining special interest group on Scott AFB. Our organization does not generate or maintain assets in excess of a $1,000 monthly average for any three consecutive months. If we exceed this amount, we will immediately make application for status as an authorized private organization in accordance with AFI 34-223.

2. So that 375 FSS/FSR may comply with their responsibility to monitor all private organizations at Scott AFB, the following information will be provided:

   a. The financial statement of the previous year’s financial activity will be submitted each fiscal or calendar year.

   b. The lower portion of the Privacy Act Statement with names, duty phones, PO Boxes or addresses of points of contact will be submitted each time a POC changes.

   c. The Treasurer’s Acceptance Statement will be submitted each time a new treasurer accepts the position.

3. We recognize that our status as an official activity is with the express permission of the Installation Commander, 375th Air Mobility Wing, or delegated representative. Except for the requirement to provide a constitution and by-laws, we will comply with the requirements of AFI 34-223.

4. The specific purpose of the activity is to: ____________________________________________________________
   _______________________________________________________________________________________________
   _______________________________________________________________________________________________
   _______________________________________________________________________________________________
   _____________________________

   Signature of Requester

   Printed Name/Duty Phone: __________________________________________
PRIVATE ORGANIZATIONS/UNOFFICIAL ACTIVITIES
BALANCE SHEET
FY____

<table>
<thead>
<tr>
<th>NAME OF PO/UNOFFICIAL ACTIVITY:</th>
<th>ASSETS</th>
<th>ANNUAL FY____</th>
</tr>
</thead>
<tbody>
<tr>
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<td>Cash</td>
<td></td>
</tr>
<tr>
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<td>Checking</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Savings</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Savings Account Interest</td>
<td></td>
</tr>
</tbody>
</table>

ACCOUNTS RECEIVABLE

Prepaid Expenses

TOTAL ASSETS

LIABILITY

ACCOUNTS PAYABLE

TOTAL LIABILITY

ACTIVITY EQUITY (NET WORTH)

LIABILITY + EQUITY

___________________________                  ________________________________________
Date                                                            Name of Person Making Report
**ATTACHMENT 5**

**QUARTERLY BUDGET OR INCOME AND EXPENSE STATEMENT**

**FY____ 1ST QUARTER**

<table>
<thead>
<tr>
<th>NAME OF PO/UNOFFICIAL ACTIVITY:</th>
</tr>
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<tbody>
<tr>
<td><strong>INCOME</strong></td>
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<tr>
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<tr>
<td>Dues</td>
</tr>
<tr>
<td>Bake Sales</td>
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<tr>
<td>Car Washes</td>
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</table>

**TOTAL REVENUE**

<table>
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<tr>
<th><strong>EXPENSES</strong></th>
<th>OCT</th>
<th>NOV</th>
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<tbody>
<tr>
<td>Gifts</td>
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<td>Printing/Advertising</td>
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<td>Child Care Charges</td>
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<tr>
<td>Awards</td>
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**TOTAL EXPENSES**

<table>
<thead>
<tr>
<th><strong>OTHER INCOME</strong></th>
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<tbody>
<tr>
<td>Interest</td>
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</table>

**SUBTOTAL**

<table>
<thead>
<tr>
<th><strong>NET INCOME/(LOSS)</strong></th>
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__________________________  ____________________________  
Date                                           Name of Person Making Report
# ATTACHMENT 5

PRIVATE ORGANIZATIONS/UNOFFICIAL ACTIVITIES

QUARTERLY BUDGET OR INCOME AND EXPENSE STATEMENT

FY____ 2ND QUARTER

<table>
<thead>
<tr>
<th>NAME OF PO/UNOFFICIAL ACTIVITY</th>
<th>INCOME</th>
<th>JAN</th>
<th>FEB</th>
<th>MAR</th>
<th>2ND QTR</th>
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<tbody>
<tr>
<td>Sales</td>
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<tr>
<td>Cost of Sales</td>
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<tr>
<td>GROSS PROFIT</td>
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<td>Dues</td>
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<td>Car Washes</td>
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<tr>
<td><strong>TOTAL REVENUE</strong></td>
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<table>
<thead>
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<th>MAR</th>
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<tbody>
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<td>Awards</td>
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<tr>
<td><strong>TOTAL EXPENSES</strong></td>
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</tbody>
</table>

| OTHER INCOME                  |     |     |     |         |
| Interest                      |     |     |     |         |

| SUBTOTAL                      |     |     |     |         |

| NET INCOME/(LOSS)             |     |     |     |         |

____________________  ____________________________
Date                                                      Name of Person Making Report
## PRIVATE ORGANIZATIONS/UNOFFICIAL ACTIVITIES

### QUARTERLY BUDGET OR INCOME AND EXPENSE STATEMENT

**FY____ 3RD QUARTER**

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**TOTAL REVENUE**

<table>
<thead>
<tr>
<th>EXPENSES</th>
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<th>JUN</th>
<th>3RD QTR</th>
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<tr>
<td>Awards</td>
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</table>

**TOTAL EXPENSES**

**OTHER INCOME**

| Interest | |
|----------||

**SUBTOTAL**

**NET INCOME/(LOSS)**

__________________________________________  ______________________________________
Date                                               Name of Person Making Report
<table>
<thead>
<tr>
<th>NAME OF PO/UNOFFICIAL ACTIVITY:</th>
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<tbody>
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<td>Cost of Sales</td>
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<td>GROSS PROFIT</td>
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<td>Dues</td>
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<tr>
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<td>Car Washes</td>
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<tr>
<td>TOTAL REVENUE</td>
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<tr>
<td>EXPENSES</td>
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<td>Gifts</td>
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<td>Awards</td>
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<tr>
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<tr>
<td>OTHER INCOME</td>
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<tr>
<td>Interest</td>
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<tr>
<td>SUBTOTAL</td>
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<tr>
<td>NET INCOME/(LOSS)</td>
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</tbody>
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___________________________       ______________________________________
Date                                           Name of Person Making Report
NAME OF PO/UNOFFICIAL ACTIVITY:

<table>
<thead>
<tr>
<th>INCOME</th>
<th>1ST QTR</th>
<th>2ND QTR</th>
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TOTAL REVENUE

EXPENSES

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<th>2ND QTR</th>
<th>3RD QTR</th>
<th>4TH QTR FY</th>
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<tbody>
<tr>
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<tr>
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TOTAL EXPENSES

OTHER INCOME

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<tbody>
<tr>
<td>Interest</td>
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SUBTOTAL

NET INCOME/(LOSS)

___________________________          ________________________________________
Date                                                    Name of Person Making Report
<table>
<thead>
<tr>
<th>NAME OF PO/UNOFFICIAL ACTIVITY:</th>
<th>ANNUAL FY____</th>
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<tbody>
<tr>
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<tr>
<td>B. Cost of Sales</td>
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<tr>
<td>C. GROSS PROFIT (A-B)</td>
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<tr>
<td>D. Dues</td>
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<td>E. Bake Sales</td>
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</tr>
<tr>
<td>F. Car Washes</td>
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</tr>
<tr>
<td>G. TOTAL REVENUE (C+D+E+F)</td>
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</tr>
<tr>
<td>EXPENSES</td>
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<tr>
<td>H. Gifts</td>
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<td>I. Flowers</td>
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<td>J. Decorations</td>
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<td>K. Printing/Advertising</td>
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<td>L. Child Care Charges</td>
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<td>M. Awards</td>
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</tr>
<tr>
<td>N. TOTAL EXPENSES (H+I+J+K+L+M)</td>
<td></td>
</tr>
<tr>
<td>NET INCOME/(LOSS) (G-N)</td>
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</tr>
</tbody>
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___________________________        ________________________________________
Date                                          Name of Person Making Report/Phone #
MEMORANDUM FOR 375 FSS/FSR

FROM:

SUBJECT: Privacy Act Statement - Authority 10 U.S.C. 8012

Principal Purpose(s): To provide the 375th Force Support Squadron, Scott Air Force Base, Illinois, with statistical data about the officers and board of governors of the private organization so that those members can be duly notified in a timely manner during emergencies, annual reviews, formal and informal inquiries or investigations and so they can be contacted by persons interested in becoming a member of the organization.

Routine Uses: See “Principal Purpose(s)”

Disclosure is Voluntary: The information is privileged and cannot be disclosed without your consent. You are not required to complete this form; however, you cannot serve as an officer or on the board of governors if the information is not provided to the 375th Force Support Squadron. In addition, failure to disclose this information will preclude the inclusion of your private organization in any fundraising events and any 375th Force Support Squadron advertising or publicity efforts.

CURRENT OFFICERS (Private Organization Only)

PRESIDENT: _________________________________________________________________
(Typed Name/Duty Phone/Home Phone/Address or Box #/Signature)

VICE PRESIDENT: ____________________________________________________________
(Typed Name/Duty Phone/Home Phone/Address or Box #/Signature)

SECRETARY: ________________________________________________________________
(Typed Name/Duty Phone/Home Phone/Address or Box #/Signature)

TREASURER: ________________________________________________________________
(Typed Name/Duty Phone/Home Phone/Address or Box #/Signature)

POINTS OF CONTACT (Unofficial Activity Only)

PRIMARY: _________________________________________________________________
(Typed Name/Duty Phone/Home Phone/Address or Box #/Signature)

ALTERNATE: ________________________________________________________________
(Typed Name/Duty Phone/Home Phone/Address or Box #/Signature)

The above signatures indicate the Privacy Act Statement has been read and that the requested information is given for the above-stated purposes to the 375th Force Support Squadron.
MEMORANDUM FOR 375 FSS/FSR

FROM:

SUBJECT: Treasurer Acceptance Statement

I, _______________________________, have accepted the position of treasurer for 
_________________________________, effective __________________________. I have
Reviewed the financial records of the organization and they are satisfactory. The amount of 
money in the account at the time of my acceptance is $ _______________, and that amount
agrees with the financial statement and other financial records provided me at the time of 
assumption. I recognized no discrepancies.

_____________________________________                       ________________
Signature of New Treasurer                                                       Date

_____________________________________                      ________________
Signature of Old Treasurer                                                       Date

NOTE: A NEW TREASURER’S ACCEPTANCE STATEMENT IS
REQUIRED EACH TIME YOUR ORGANIZATION CHANGES
TREASURERS, NO MATTER HOW FREQUENTLY!
STAFF SUMMARY
SHEET FOR
FUNDRAISERS

FILE NAME - SEE
FUNDR.FPK
STAFF SUMMARY SHEET TO ANNUAL REVIEW SUBMISSION

FILE NAME - SEE ANNUAL.FPK
FROM:

SUBJECT: Request for Waiver of Insurance Requirement

1. On behalf of the membership of the private organization identified above, request a waiver of insurance requirements specified in AFI 34-223, Section C, 10.11.

2. In making this request, we realize our responsibility to maintain adequate insurance coverage commensurate with the risk posed to the general public and the club membership. As we are a low risk private organization in our day-to-day activities, full-coverage insurance is, generally, not necessary. However, should we engage in activities that directly increase the risk to the public or to our membership, we will procure the appropriate type and level of insurance. Such instances include but are not necessarily limited to the examples listed below:

   a. Bazaars, as a cosponsor who furnishes workers.
   b. Any fundraising activity open to the general public where athletic or sports-type activities are sponsored or conducted by the organization.
   c. Fundraising activities where food is prepared and/or sold by the organization.

3. Further, all members are aware, understand, and agree to be held jointly and severally liable for claims against the organization for injury or damage caused by our negligence and/or insolvency in the event that we lack insurance coverage or in the case where the claim exceeds our insurance coverage.

__________________________________________
Signature

Name (Printed): ______________________________

Position in PO: ______________________________
MEMORANDUM FOR 375 FSS/FSR

FROM:

SUBJECT: Request for Dissolution of _________________________________

1. Subject activity no longer wishes to have authority to operate as a private organization on Scott Air Force Base. At a general membership meeting held on ________________________, members voted to dissolve effective ________________________.

2. State in this paragraph how all outstanding liabilities, if any, have been satisfied prior to dissolution. If any assets remain, clearly indicate how they will be disposed.

3. Our organizational bank account at ________________________________, will be closed effective ________________________.

4. Identify in this paragraph a person, including duty and home telephone numbers, with whom 375 FSS/FSR may maintain contact should any further questions arise concerning your private organization or your request for dissolution.

NOTE: If you request to be considered an unofficial activity, insure that you meet all the requirements and provide the necessary documentation.

____________________________________
Signature of Organization or Activity President
Points of Contact:

FSS/FSR – Ms. Lisa Rucker - 256-6320 - Bldg P-10, Rm D-205
FSS/FSRN – Ms. Sherrie Miller – PO monitor 256-6298 – Bldg P-10, Rm D-201
AMW/JA - Capt Peter Havern - 256-2350 - Bldg P3, 2nd Floor
DECA – Ms Sheila Bramlett - 256-2783 - Bldg 1980
AAFES – Mr. Lawrence E. Simmons Jr – 744-0700  Bldg 1981
Med Group - 256-6627 - Bldg 1530 (1st Floor)