

PO/UA Request Coordination Info

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Possible Coordination:

- ❖ AAFES/FC (BX and Shoppette) – **Rita Sheridan** (occurs at food court(s) or at BX/Shoppette)
- ❖ DECA/FS (Commissary) – **Patricia King** (held at commissary)
- ❖ 375 FSS/FSDL (Library) – **Donna Panger** (movie concessions/showing)
- ❖ AMDS/SGPM (Public Health) – (PO goes to Public Health for temp food booth cert.)
- ❖ 375 AMW/SE (Safety) – (for a risk assessment for any physical activity)
- ❖ 375 SFS/S5 (Security Forces) – (for coordinating road closures/security risk)
- ❖ 375 FSS/FSR – (PO COORDINATOR – **all** request **MUST** go through this person)

If it goes higher than the PO Coordinator, it is done for you.

- ❖ 375 AMW/JA (Legal) – (flyer issues, initial reviews, legal reviews, unprecedented requests – PO coordinator is able to ascertain if JA is necessary)
- ❖ 375 FSS/CD (deputy) – (may approve if CC unavailable)
- ❖ 375 FSS/CC (commander) – (approval authority, delegated by Installation Commander)
- ❖ 375 MSG/CC (*exception is 5K/10K runs*) – SEE “Quick Reference Guide”

Fundraiser Coordination:

- Remember: NO ranks; NO letterhead & only 3 allowed per quarter (*regardless of on or off base*)
- **Your org must be up to date on Annual Review.**
- Fundraiser Request Form & all support docs (flyer, bulletin draft, social media draft, etc.)
 - Flyers require this disclaimer in 14 pt. font, prominently displayed: THIS IS A PRIVATE ORGANIZATION. IT IS NOT PART OF THE DEPARTMENT OF DEFENSE OR ANY OF ITS COMPONENTS AND IT HAS NO GOVERNMENTAL STATUS.

Coordination:

- ❖ PO coordinates here first:
 - AAFES/FC (BX/Shoppette) – if at either BX or Shoppette
 - DECA/FS (commissary) - if held there
 - 375 FSS/FSDL (Library) – movie concessions at the Library Auditorium
 - 375 AMW/SE (Safety) – for a risk assessment for any event with physical activity (e.g. 5K, Softball Tourney, etc.)
 - 375 SFS/S5 (Security Forces) – e.g. 5K/10K runs/bike rides/etc.
 - AMDS/SGPM (Public Health) – temporary food booth certificate
 - 5k/10k approval webpage:
<https://eim.amc.af.mil/org/375msg/running/default.aspx>
- ❖ Done for you:
 - AAFES/FC (BX/Shoppette) – if not at BX/Shoppette, but in food court (*rare*)
 - 375 AMW/JA (Legal) – if PO coordinator decides (*legal Qs, unprecedented, etc.*)
 - 375 FSS/CD & 375 FSS/CC (*deputy and commander*) – for approval
 - Approval Email

The Fundraiser Request Process: Steps

1. PO Fills out the request form.
2. PO Obtains facility custodian approval(s) – for any gov’t building(s) as locations (there is an additional building coordination form available upon request)
 - a. Yes, all gov’t building custodians must sign! They are acknowledging that they are aware the event is going to be in the building. This is a JA requirement.
3. PO routes for coordination to the following before submitting to my office:
 - a. 375 AMDS/SGPM (Public Health) – food booth certificate for any food handled events (exemption: store-bought, pre-packaged goods (e.g. sale of Joe’s Asian Cuisine breakfast burritos).
 - b. 375 FSS/FSDL (Library) – movie showing/concessions (movie entry is always free, sale of concessions is the money making part)
 - c. 375 AMW/SE (Safety) – risk assessment for any physical activities (e.g. 5K, softball tourney, etc.)
 - d. 375 SFS/S5 (Security Forces) – for any security risks or road blocks/crossings (usually used for 5K/10Ks or bike runs/duathlon/triathlon, etc.)
 - e. DECA (Commissary) – for grocery bagging or booths/events held outside the commissary door(s)
 - f. AAFES (BX & Shoppette) – booths/events held in/outside BX or Shoppette
4. PO Submits request form and any support docs (e.g. flyer, bulletin post, etc.)
5. I do a quick review for any issues that will hold up the process or require clarification and revisions.
6. Fixes are requested, if needed.
7. I do one more quick review to make sure everything looks good (quicker than the initial review).
8. I create an eSSS (e-staff summary sheet) and coordinate that with the request packet (all docs) up the chain of command for final approval authority.
 - a. I coordinate to 375 AMW/JA, as necessary, for you, as well.
9. Once approved and the approver signs the form, I route the request back to the PO.
10. POC and board members receive the email with approval.
11. PO posts flyers, bulletin post, and other adverts (per what was included in the fundraiser packet) and is allowed to conduct the event.
12. PO retains a copy of the approval and has on hand for the event.
13. PO conducts the event.

***General rule of thumb: all events are tentative until approved. So, don’t advertise without approval and remember to submit at least 2 weeks prior to when your PO wants to begin advertising the event to allow for the approval process to complete. The earlier the better!*

Establishment of a PO:

Required:

1. Balance Sheet (Tab 1)
2. Officer Listing (Tab 2)
3. Treasurer Acceptance Statement (Tab 3)
4. Budget (Tab 4)
5. Insurance Waiver Request (Tab 5)
6. Initial PO checklist (Tab 6)
7. Constitution and Bylaws (Tab 7)
8. Delegation Letter (Tab 8) – PO coordinator attaches for you (PO doesn't supply this)

Coordination:

- ❖ PO coordinates here first:
 - PO Coordinator (submit all above docs, except for delegation letter)
- ❖ Done for you:
 - 375 AMW/JA
 - 375 FSS/CC
 - 375 MSG/CC
 - Approval Email

Annual Review:

FOR PRIVATE ORG

Required:

1. Balance Sheet (Tab 1)
2. Officer Listing (Tab 2)
3. Treasurer Acceptance Statement (Tab 3)
4. Budget (Tab 4)
5. Insurance Waiver Request (Tab 5)
6. Annual Private organization check list (Tab 6)
7. Constitution and Bylaws (Tab 7)

Coordination:

- ❖ Submit to PO Coordinator (it's all done for you)

FOR UNOFFICIAL ACTIVITY:

Required:

1. Request for Unofficial Activity Status (Tab 1)
2. Officer Listing (Tab 2)
3. Insurance Waiver Request (Tab 3)
4. Annual PO Checklist (Tab 4)

Coordination:

Coordination:

- ❖ Submit to PO Coordinator (it's all done for you)

REMEMBER:

NO RANKS

NO LETTERHEADS

FROM: “must say Org or UA name”

**OFFICER TURNOVER: supply 375 FSS/FSR with and updated Officer listing and Treasurer Acceptance Statement.. If your annual review is outdated, you will have to re-accomplish a whole new one!