

Private Org (PO) and Unofficial Activity (UA) Helpful Tips & Information

For general information and downloadable forms, please visit:

<https://375fss.com/PrivateOrgs.php>

FUNDRAISING INFO

SUBMITTING REQUESTS AND ROUTING:

- All fundraisers must route through 375 FSS/FSR (PO Coordinator).

REQUIRED BEFORE FUNDRAISING:

- All orgs must be established or up the date with its Annual Review and on file with the PO Coordinator.
- All fundraisers require prior approval whether they are ON or OFF base. We require submission 2-6 weeks, in advance of when you would like to begin advertisement.

FLYERS

- Do not use any official information (rank, email, DSN, letterhead, logo, etc.)
- All adverts must be approved prior to posting. This includes Bulletin or Social Media requests.
- All PO adverts must prominently display the PO disclaimer (min. 14pt font):
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.

GENERAL FUNDRAISER EVENT INFO

- Food Sales require a Temporary Food Booth Application through Public Health (375 MDS/SGPM).
- POs/UAs cannot sell or serve alcoholic beverages (see AFI 34-223, para 10.14 for exceptions).
- Event Volunteers cannot be in uniform, on duty time, or in the workplace. (Common areas are okay and are decided upon by 375 FSS/CC.)

RAFFLES

- Strict rules apply that limit Raffles (must be charitable in nature). See AFI 34-223, para 10.20.
- UAs cannot conduct raffles at any time.
- Raffles REQUIRE a license to be obtained through St. Clair County, and submitted with your fundraiser packet.
<http://www.co.stclair.il.us/government/Documents/BUSINESSREGULATIONSCAPTER8.txt>

GOLF & SPORTS & HIGH RISK ACTIVITIES

- This means 5K/10k runs, Golf Tournaments, or other events may require insurance
- For routing, prior to submission to the PO Coordinator, refer to the Fundraiser Request Form.
 - Golf Tournaments require prior coordination with Cardinal Creek Golf Course on base, per FSS/CC and can be reached at 256-1400/2385.
 - Donations for Golf Tourneys are allowed, but no sponsorship-type rewards can be given (including flags at holes).
 - 5k/10k – make sure to route to Safety, Security Forces, and Fitness prior to submission to the PO Coordinator via the following webpage tracker:
 - <https://eim.amc.af.mil/org/375msg/running/default.aspx>

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LIMITATIONS

- Fundraising is limited to 3 events per quarter (by Fiscal Year).
 - Q1: October to December
 - Q2: January to March
 - Q3: April to June
 - Q4: July to September
 - Limit use of government email for advertising fundraisers/volunteer requests. Only use if advertising an event of possible interest to the Airmen and families within your unit/SQ.
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FUNDRAISERS DURING AFAF AND CFC CAMPAIGNS:

- **Can** occur on base IF donating a portion to AFAF or CFC, so as not to detract from these campaigns. Donation amount is up to the PO/UA. No waivers exist.
 - **Per AFI 36-3101, fundraisers during CFC meant to support the unit holiday party is allowed without donating to CFC. So, it's important to relay how proceeds will be utilized.**
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SOLICITING DONATIONS:

- Soliciting donations on base is prohibited.
 - Off-base solicitations must clearly indicate that they are for a PO by displaying the PO Disclaimer. (**We have a template** – if you need to do a donation letter.)
 - Submit Donation Letter requests for approval to the Private Org Coordinator at 375 FSS/FSR.
 - **UAs cannot solicit donations or gifts of any kind on and/or off base.**
 - Do not wear uniforms or morale shirts when soliciting donations off base, in person.
 - Do your best to ensure that there is no perception that any branch of the military, DoD, or the base is asking for the donations.
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OTHER INFO & TAXES

- Digital signatures on all documentation is preferred.
- Ensure that 375 FSS/FSR or PO Coordinator is notified of Officer Turnover.
- All orgs are subject to the same taxes and laws as civilian activities; although, some qualify for tax exempt status. No one is automatically exempt as tax exemption requires application with the IRS.
- It's the responsibility of the PO/UA to obtain the information and forms through the IRS and maintain both status and any documentation required.
- **The PO coordinator does not submit tax info for you and does not have access to tax info or tax id numbers** (*unless you've provided it before*) **nor can the PO Monitor advise on tax application, status, or laws.**
- For more information see IRS Publication 557 (Section 501 (c)(19), visit:
 - Already established with IRS:
 - <https://www.stayexempt.irs.gov/Starting-Out>
 - Not established with IRS/Unsure:
 - <https://www.irs.gov/charities-non-profits/types-of-tax-exempt-organizations>
 - <https://www.irs.gov/Charities-&-Non-Profits/Before-Applying-for-Tax>
 - <https://www.irs.gov/Charities-&-Non-Profits/Applying-for-Tax-Exempt-Status>

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