

Scott Air Force Base

Private Organizations & Unofficial Activities Handbook

14 January 2019

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. Balance Sheet	14
2. Officer Listing	15
3. Treasurer Acceptance Statement	16
4. Budget Template	17
5. Insurance Waiver Request	18
6. Initial Private Org Checklist	19-20
7. Annual Private Org Checklist	21
8. UA Checklist	22
9. Constitution and Bylaws	23-31
10. Unofficial Activity Status Request	32
11. Fundraiser Request Form	33-34
12. Fundraiser Checklist	35
13. Additional Building Coordination Form	36
14. Dissolution Request	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 (e.g. coffee functions, softball functions) are not considered private organizations unless current assets (cash receipts and investments) exceed a month average of \$1,000 over a three (3) month period. On-hand inventory is not included in current asset calculations. Activities which exceed the asset limit () must become a recognized private organization if discontinuations or receipts of current assets exceed the threshold. Unofficial activities follow the same general rules as POs with the exception that they are not required to have a constitution or not need to file annual financial reports cannot solicit donations at a banquet cannot conduct a raffle. However, while an annual financial 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.

a. Unofficial activities may temporarily exceed the asset limit () for a time period not to exceed six (6) months if the substantial majority (more than 50%) of assets is received in connection with a coming of age event such as a homecoming, graduation, etc.

b. The average month limit may increase for emeritus members or 3 members to a maximum of 6 months average.

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 fundraising 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 4 - OPERATING A PRIVATE ORGANIZATION/UNOFFICIAL ACTIVITY

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 AFSVA/ .

(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 (inc ing regnanc gen er i entit an se a orientation).

. 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.

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

. PO's and unofficial activities may operate as religiously oriented provided:

a. Requests by similar organizations are also approved.

. 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 Balance Sheet).

(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 Budget). 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 three fundraising 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.

. PO's should consider bonding for its treasurer.

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

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

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

. POs may not solicit funds for their organization on base. Off-base solicitations must comply with AFI 34-223 and base operating instructions. Unofficial activities may not solicit donations or gifts of any kind on an on or off base.

. 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.

2 . 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 the Officer Listing form of this handbook.

b. Any change of treasurer (as change occurs), using sample format Treasurer Acceptance Form 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 20 days after the end of their fiscal year, PO's are required to file an annual report (see chapter 6 for specific requirements).

CHAPTER 5 - CONDUCTING FUNDRAISERS

1. Background: Prior to conducting a fundraising event written approval must be obtained from the 375 FSS/CC. The maximum number of fundraisers a PO or unofficial activity can conduct in a quarter is three. POs can conduct on an off base. Unofficials can only conduct on base. If an org is not current (approved to operate and current with annual review on file), 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 official duty. Requests to conduct games of chance (to include bingo), lotteries, or other gambling activities will not be approved. Raffles may be held under certain limitations in compliance with AFI 34-223 paragraph .2 requirements as well as state and county regulations. St. Clair County requires a gaming license to be obtained. <<http://www.co.st-clair.il.us/government/Documents/BUSINESSREGULATIONSCHAPTER8.txt>>

2. Process: An event (event staff summary sheet) summary request for approval of the fundraiser must be submitted in advance of proposed event with sufficient timing to allow for co-ordinations (minimum of 2 weeks). 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. Also the PO Monitor assists by previewing your request for any required revisions.

b AAFES/FC - this office coordinates on any fundraisers involving food sales in their facilities, that may affect their vendors, as well as any activity in their parking lots.

c DECA/FS - this office coordinates on any fundraisers involving the Commissary.

d AMDS/SGPM - this is the public health office and they must coordinate on any fundraisers involving food sales via a Temporary Food Booth Certificate, unless all food is store-bought and pre-packaged doesn't require cooking.

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 FSS/CC- the FSS commander is the approving official for ALL fundraisers.

h Other coordinations. There may be other coordination required, depending on the type of event 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 request to 375 FSS/FSR.

3. Documents required. A fundraiser request form along with supporting documents like flyers, temporary food booth certificates, building custodian approval, and more. Outlined on the form.

CHAPTER 6 - ANNUAL REVIEW REQUIREMENTS

. 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 2 days after the end of the fiscal year (note – each org determines their fiscal year, typically it is either 30 Sept or 31 Dec, but can be any month).

2. Process. An eSSS is submitted as part of the request packet by the private organization monitor (375 FSS/FSR).

3. Documents: The following documents must be submitted:

- (a) Balance sheet.
- () Officer Listing.
- (c) Treasurer Acceptance Statement.
- () Budget for current fiscal year.
- (e) Waiver to liability insurance.
- (f) Annual Private Org Checklist.
- (g) Revised constitution and by-laws (required every two years). (NOTE: please submit constitution every year, for continuity).

. If the above annual review requirements are not submitted, the O will not be considered current and cannot conduct fundraisers ON and/or OFF base.

CHAPTER 7 - ENDING A PRIVATE ORGANIZATION

When an organization decides to disband or shut down (and merge with another), 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 Dissolution Request.
4. Process: submit Dissolution Request and a copy of final meeting minutes to 375 FSS/FSR PO Monitor for routing and notification to the 375 FSS/CC. Upon receipt and acknowledgement of the notification to dissolve, the PO monitor will notify the POC/requestor for their records.

FROM: _____

PRIVATE ORGANIZATIONS/UNOFFICIAL ACTIVITIES
BALANCE SHEET
FY _____

ASSETS	
Cash	
Checking	
Savings	
Savings Account Interest	
ACCOUNTS RECEIVABLE	
Prepaid Expenses	
TOTAL ASSETS	
LIABILITY	
ACCOUNTS PAYABLE	
TOTAL LIABILITY	
ACTIVITY EQUITY (NET WORTH)	
LIABILITY + EQUITY	

Date

Name of Person Making Report

MEMORANDUM FOR 375 FSS/FSR

FROM:

DATE:

SUBJECT: Officer Listing

Principal Purpose(s): To provide the 375th Force Support Squadron on Scott AFB with current contact information about the officers and board members of the Private Organization (PO) or Unofficial Activity (UA) to enable the PO Montior to contact POCs if needed.

NOTE: Disclosure is Voluntary: While you are not required to complete this form, 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.

PRESIDENT			
Name	Phone#/DSN	Email Address	Signature
VICE PRESIDENT			
Name	Phone#/DSN	Email Address	Signature
SECRETARY			
Name	Phone#/DSN	Email Address	Signature
TREASURER			
Name	Phone#/DSN	Email Address	Signature
Unofficial Activities (below) only			
PRIMARY POC			
Name	Phone#/DSN	Email Address	Signature
SECONDARY POC			
Name	Phone#/DSN	Email Address	Signature

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 of duties. 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 org changes Treasurers, no matter how frequently! Should there be no previous Treasurer, please explain why, unless your PO is just establishing.

NAME OF PO/UA: _____

**PRIVATE ORGANIZATIONS/UNOFFICIAL ACTIVITIES
ANNUAL BUDGET OR INCOME AND EXPENSE STATEMENT
FY _____**

INCOME	
A. Sales	
B. Cost of Sales	
C. GROSS PROFIT (A-B)	
D. Dues	
E. Bake Sales	
F. Car Washes	
G. TOTAL REVENUE (C+D+E+F)	
EXPENSES	
H. Gifts	
I. Flowers	
J. Decorations	
K. Printing/Advertising	
L. Child Care Charges	
M. Awards	
N. TOTAL EXPENSES (H+I+J+K+L+M)	
NET INCOME/(LOSS) (G-N)	

_____ Date

_____ Name of Person Making Report/Phone #

MEMORANDUM FOR: 375 FSS/CC
215 Heritage Drive
Scott AFB IL 62225

DATE: _____

FROM: _____

SUBJECT: Request for Waiver of Insurance Requirement

1. On behalf of the membership of the Private Organization/Unofficial Activity, identified above, requests a waiver of insurance requirements specified in AFI 34-223, Section C, 9.2.2.

2. In making this request, we realize our responsibility to maintain adequate insurance coverage based on risks posed to the general public and org members. As we are a low risk 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 those affected, we will purchase the appropriate 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.

3. Furthermore, all members have been made aware and understand that they may 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.

Name: _____

Position in PO/UA: _____

Waiver is: Approved

Approval Authority/Delegee: _____

PRIVATE ORGANIZATIONS (PO) CHECKLIST

Private Organizations (PO's) 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. They operate on Air Force installations with the written consent of the installation commander. PO's are not Federal entities and are not treated as such. Personal and professional participation in PO's is governed by DoD 5500.7-R, *Joint Ethics Regulation* (AFI 34-223 Section A 1 – 1.2).

Q: Does my activity/operation have to become a PO?

A: Unofficial Unit-Affiliated Activities (e.g. coffee funds) are not considered POs unless your activity/ operation's current assets (non-resale inventories, receivables, and investments) exceed a monthly average of **\$1,000 over a 3- month period**, your activity/ organization MUST become a PO. If your activity/ operation has assets that average over \$1,000 over a 3-month period and the activity/operation does not wish to become a PO, it must discontinue on-base operations or reduce its current assets below the \$1,000 threshold. *(see AFI 34-223, para 2.2 for more info)*

	YES	NO	N/A	Initials
Have the PO officers reviewed AFI 34-223 , Private Organizations (PO) Program, in its entirety?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Your PO's constitution, bylaws, and other documents should include all of the below information:				
Address the nature, function, objectives, membership eligibility, and sources of income. <i>Para 9.2.1</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Provide certification to FSS/FSR indicating that PO members understand their personal financial liability for obligations of the PO. <i>Para 9.2.2</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Describe the responsibilities of PO officers for asset accountability, liability satisfaction, and sound financial and operational management. <i>Para 9.2.3</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Provide specific guidance on disposition of residual assets upon dissolution? <i>Para 9.2.4</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Be updated every two years or when there is a change in the purpose, function, or membership eligibility of the PO, whichever comes first. <i>Para 9.3</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does your PO understand....				
that if your PO has a gross revenue of over \$250,000, then a Certified Public Accountant must perform an annual audit.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
that if your PO has gross revenues over \$100,000 but less than \$250,000, then an accountant is required to perform an annual audit.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
that your PO 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. <i>Para 10.1.1</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
that if your PO has a gross revenue of less than \$100,000 but more than \$5,000 then the PO must provide an annual financial statement to FSS/FSR 20 days following the end of the fiscal year.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

that PO's must have liability insurance unless the Installation Commander waives the requirement. This will need to be reviewed annually. <i>Para 10.15</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
that PO officers and members must report any signs of fraud or other improprieties to the FSS/CC/CL. <i>Para 10.18</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
that PO's must furnish their own equipment, supplies, and other materials. <i>Para 11</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
When a PO decides to dissolve or shut down:				
PO must use its funds to satisfy any outstanding debts, liabilities, or obligations. <i>Para 12.1</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Upon dissolution, PO's must dispose of the residual balance as decided by the PO membership. <i>Para 12.2</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
PO's must notify the FSS/CC/CL of the intent to dissolve the PO and prepare a time-phased action plan to do so. <i>Para 12.3</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If your PO fundraises:				
Your PO must prominently display the following disclaimer on all print and electronic media mentioning your PO's name, "THIS IS A PRIVATE ORGANIZATION. IT IS NOT PART OF DEPARTMENT OF DEFENSE OR ANY OF ITS COMPONENTS AND IT HAS NO GOVERNMENTAL STATUS," in order to confirm that your PO is not part of the DoD. <i>Para 10.1.2.3</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
PO's and unofficial activities/organizations may not sell or serve alcoholic beverages. <i>Para 10.14</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

PO Officer Name and Position	Signature and Date

375 AMW/JA Recommendation	Remarks:
Recommend Approval	
Name	Signature and Date

Updated 14 Jan 2019

ANNUAL REVIEW ONLY

PRIVATE ORGANIZATIONS (PO) CHECKLIST

Private Organizations (POs) 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.

Q: Does my activity/operation *have* to become a PO?

A: If your activity/operation's current assets (cash, non-resale inventories, receivables, and investments) exceed a monthly average of \$1,000 over a 3-month period, your activity/organization MUST become a PO. If your activity/operation does not wish to become a PO, it must discontinue on-base operations or reduce its current assets below the \$1,000. *(see AFI 34-223, para 2.2 for more info)*

Before your PO can submit its constitution, bylaws, and other documents for review, PO president/officer must be able to answer 'YES' to the following questions:	YES/NO:
Have the PO officers reviewed AFI 34-223, Private Organizations (PO) Program?	YES
<i>Do your PO's constitution, bylaws, and other documents ...</i>	
...address the nature, function, objectives, membership eligibility, and sources of income? <i>Para 9.2.1</i>	YES
...provide certification to FSS/FSR indicating that PO members understand their personal financial liability for obligations of the PO? <i>Para 9.2.2</i>	YES
...describe the responsibilities of PO officers for asset accountability, liability satisfaction, and sound financial and operational management? <i>Para 9.2.3</i>	YES
...provide specific guidance on disposition of residual assets upon dissolution? <i>Para 9.2.4</i>	YES
<i>Do you understand that...</i>	YES/NO:
... your PO's constitution & bylaws must be updated every two years OR when there is a change, purpose, function or membership eligibility of the PO (whichever comes first)? <i>Para 9.3</i>	YES
... your PO may dispose of its assets only in the manner outlined in its constitution, bylaws, or similar documentation?	YES
... when your PO decides to dissolve or shut down, it must use its funds to satisfy any outstanding debts, liabilities, or obligations? <i>Para 12.1</i>	YES
... when your PO decides to dissolve or shut down, it must dispose of the residual balance as decided by the PO membership? <i>Para 12.2</i>	YES
...when your PO decides to dissolve or shut down, it must notify the FSS/CC of the intent to dissolve the PO and prepare a time-phased action plan to do so? <i>Para 12.3</i>	YES
...your PO must prominently display the following disclaimer on all print and electronic media mentioning your PO's name, "THIS IS A PRIVATE ORGANIZATION. IT IS NOT PART OF DEPARTMENT OF DEFENSE OR ANY OF ITS COMPONENTS AND IT HAS NO GOVERNMENTAL STATUS," in order to confirm that your PO is not part of the DoD? <i>Para 10.1.2.3</i>	YES
...your PO 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? <i>Para 10.1.1</i>	YES
... your PO may not discriminate in hiring practices or membership policies on the basis of age, race, religion, color, national origin, disability, ethnic group, or gender, gender identity, or sexual orientation? <i>Para 10.2</i>	YES
...your PO must have liability insurance unless the Installation Commander waives the requirement? <i>Para 10.15</i>	YES

If you have answered 'YES' to ALL of the above questions, you may now submit your PO's written constitution, bylaws, and other documents for review.

PO Officer Name

Date

UNOFFICIAL ACTIVITY (UA) CHECKLIST

Unofficial Activities (UAs) 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.

Q: Does my activity/operation *have* to become a UA?

A: If your activity/operation’s current assets (cash, inventories, receivables, and investments) are less than a monthly average of \$1,000 over a 3-month period, your activity/organization should become an UA. If your activity/operation does not wish to become a UA, it can become a Private Orgs; however, please note that there are significantly more requirements on POs. Also, please note there are additional provisions for units with over 300 members. (see para 2.2)

Before your UA can submit its documents for review, UA president/officer must be able to answer ‘YES’ to the following questions:	YES/NO:
Have the UA officers reviewed AFI 34-223, Private Organizations (PO) Program which governs POs and UAs?	Yes
<i>Do your UA’s documents ...</i>	
Reflect the specific purpose of your UA?	Yes
<i>Do you understand that...</i>	
... your UA’s annual review documents must be updated every year by submitting to 375 FSS/FSR and/or the Private Org Coordinator in order to operate on base?	Yes
... your UA must ensure an accurate accounting of point of contacts is given to the Private Org Coordinator at all times (e.g. in the case of PCS, separation, retirement, etc.)	Yes
... when your UA decides to dissolve or shut down, it must use it funds to satisfy any outstanding debts, liabilities, or obligations? <i>Para 12.1</i>	Yes
... when your UA decides to dissolve or shut down, it must dispose of the residual balance as decided by the UA membership? <i>Para 12.2</i>	Yes
...when your UA decides to dissolve or shut down, it must notify the FSS/CC of the intent to dissolve the UA by submitting a dissolution notification to the 375 FSS/FSR and/or the Private Org Coordinator and prepare a time-phased action plan to do so? <i>Para 12.3</i>	Yes
...your UA must prominently display the following disclaimer on all print and electronic media mentioning your UA’s name, “THIS IS A PRIVATE ORGANIZATION. IT IS NOT PART OF DEPARTMENT OF DEFENSE OR ANY OF ITS COMPONENTS AND IT HAS NO GOVERNMENTAL STATUS,” in order to confirm that your UA is not part of the DoD? <i>Para 10.1.2.3</i>	Yes
...your UA 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? <i>Para 10.1.1</i>	Yes
... your UA may not discriminate in hiring practices or membership policies on the basis of age, race, religion, color, national origin, disability, ethnic group, or gender, gener identity, or sexual orientation? <i>Para 10.2</i>	Yes
...your UA must have liability insurance unless the Installation Commander waives the requirement? <i>Para 10.15</i>	Yes

If you have answered ‘YES’ to ALL of the above questions, you may now submit your UA’s status request, officer listing, insurance waiver request/proof of insurance for review.

UA Officer Name

Date

Awesome Booster Club

CONSTITUTION & BYLAWS

EXAMPLE/TEMPLATE

ARTICLE I
Name and Authority

This organization shall be known as the **INSERT NAME** and is established pursuant to the provisions of AFI 34-223 and in accordance with all applicable civil and military laws and policies. Operations are contingent upon compliance with the requirements and conditions of all applicable Air Force instructions.

ARTICLE II
Purpose and Objectives

Section 1. Mission & Purpose. (EXAMPLE)

This Private Organization was created to establish and maintain a spirit of camaraderie and esprit de corps, encourage an attitude of unified purpose within the members, and set an example for all according standards, traditions, and customs of the United States Air Force. This organization will conduct itself in a manner that will provide equal opportunity and treatment to all members regardless of race, color, ethnicity, religion, sex, disability, age, national origin, gender, gender identity, or sexual orientation.

Section 2. Objectives: (EXAMPLE)

Each member is encouraged to actively set positive examples by demonstrating accepted leadership practices in promoting the welfare and recognition of personnel. **Examples of typical goals are:**

- Enhance the welfare, recognition, and overall quality of life of all members and families.
- Inspire leadership and team building qualities and enhance the professional image of military and civil service.
- Promote an informal atmosphere supporting the betterment of the working and social environment and relationships within membership and their families.
- Establish effective networking means of communication with all members to exchange ideas, keep abreast of adverse morale trends, and support the mission.
- Welcome new members and their families and familiarize them with the objectives and goals of FSS.
- Promote social gatherings of membership, family members, senior leadership of Team Scott and the local community leaders.
- Conduct fundraising activities to meet the above listed objectives.

Section 3. Instrumentality.

The **INSERT NAME** is not an official instrumentality of the United States Government and no appropriated funds or federal non-appropriated funds will be used to benefit the **INSERT NAME**.

Section 4. Specific Limitations.

- a. The **INSERT NAME** membership is jointly and severally liable under the laws of the State of Illinois and Scott Air Force Base, Illinois, for **INSERT NAME** debts in the event the **INSERT NAME** assets are insufficient to pay its obligations.
- b. The **INSERT NAME** will not prejudice or discredit the United States Air Force.
- c. The **INSERT NAME** will not use the seals, logos, or insignia of the Department of Defense or any Department of Defense Component, Air Force or Department of Defense organizational unit, or Air Force and Department of Defense installation on organization letterhead, correspondence, titles, or in association with organization programs, locations, or activities., per AFI 34-223, para 10.1.1.

**ARTICLE III
Membership**

(Whoever your Private Organization wishes to allow to be members, must not discriminate based on age, race, religion, color, ethnicity, gender or national origin).

Section 1. Regular Members.

Membership is voluntary. Any person that is a part of 375 FSS may join the **INSERT NAME**, provided he or she is willing to take an active part in carrying out the **INSERT NAME's** purpose and objectives. Regular members are entitled and encourages to participate in all booster club activities and are entitle to vote on all issues.

INSERT NAME members are expected to support projects, activities, and functions through verbal guidance, physical involvement, and attendance during agreed upon gatherings.

The **INSERT NAME's** membership will not discriminate in hiring practices or membership policies on the basis of age (over 40 years), race, religion, color, national origin, disability, ethnic group, or gender (including pregnancy, gender identity and sexual orientation)., per AFI 34-223, para 10.2.

Section 3. Honorary Members.

(The following is an Example.) Any individual not otherwise eligible for membership who is nominated by the Executive Council and approved by General Membership by a two-thirds majority vote of those in attendance is eligible to become an honorary member. Honorary members are entitled and encouraged to participate in all **INSERT NAME** sponsored activities. Honorary members are entitled and encouraged to participate in all booster club sponsored activities and are nonvoting members. **Spouses are honorary members.**

Section 4. Termination of Membership.

Membership is automatically terminated upon PCS or PCA assignment, separation from the military, and retirement. Members may also choose to terminate his/her membership by advising the Vice President in writing of his/her desire to terminate membership.

ARTICLE IV

Financials

(Include all proposed sources of income)

Section 1. Income/Finances.

The **INSERT NAME** may conduct fundraisers. All fundraisers will be coordinated 375 FSS/FSR and must be approved by the Force Support Squadron Commander. The **INSERT NAME** will be self-sustaining. The **INSERT NAME** will not engage in resale activities unless specifically authorized by the installation commander.

According to AFI 32-223, annual financial statements must be provided to the FSS/FSR NLT 20 days following the end of the Private Org's fiscal year. If the gross annual revenue of our org is less than \$100,000.00, but more than \$5,000.00 annual financials will be provided. Should our org have a gross revenue of \$250,000, then a CPA must perform an annual audit and should our org have more than \$100,000, but less than \$250,000, then an accountant must perform an annual audit. All financial documents will be provided to the 375 FSS/FSR office for annual review purposes.

Section 1. Expenses.

Members will vote on execution of funds with a majority vote. The Executive Council (EC) has discretionary authority to obligate or spend up to \$50 per instance of the booster club funds, not to exceed \$100 total expenditures per month. If this discretionary authority is exercised, regular members must be notified at the next regular membership meeting.

ARTICLE V

Administration

Section 1. Officers.

An Executive Council, constituted as follow shall conduct the administration of this organization: a President, Vice President, Treasurer, and Secretary. Officers shall perform the duties herein specifically provided for in the Bylaws and also those specified by the constitution and other such duties as are usually incident to their office.

Section 2. Executive Council.

The EC shall maintain order in regular membership meetings, approve expenditures with a majority vote of regular membership present, and enforce the constitution, policies, and directives of the booster club.

ARTICLE VI Meetings and Quorums

Section 1. Types of Meetings.

a.) General membership meetings shall be held monthly, or as deemed necessary, on a date, time and place scheduled by the Executive Council.

b.) Special membership and executive council meetings shall be conducted as required at the call of the President or Vice President. These meetings will be held to discuss topics or issues directly involving membership issues outside of the normal **INSERT NAME** membership scheduled meetings.

Section 2. Quorum Requirements.

Any meeting conducted with at least one **INSERT NAME** officer and five **INSERT NAME** members shall be considered an official meeting. Unless specified elsewhere, quorums shall be the basis for all votes. Adoption of issues presented to the **INSERT NAME** will require a simple majority vote. E-mail voting is allowed, but must meet the suspense set by the **INSERT NAME** President.

Section 3. Meeting Agenda.

The Executive Council will prepare an agenda before each meeting.

ARTICLE VII Adoption and Amendments

Section 1. Modifications.

Amendments shall be submitted to the Executive council in writing for review. The Constitution and By-laws may be amended or revised by two-thirds majority vote at any regular business meeting. E-mail voting is allowed, but must meet the suspense set by the **INSERT NAME's** President. Any revisions require that the updated, signed copy of the constitution be provided to 375 FSS/FSR for review and record keeping.

Section 2. Voting.

Adoption of amendments will be by majority vote as long as the amendment or revision was submitted in writing at a previous meeting. E-mail voting is allowed, but must meet the suspense set by the **INSERT NAME** President.

Section 3. General Constitution Maintenance

Board members will review and update the Constitution and bylaws every two years or when there is a change in the purpose, function, or membership eligibility of the PO, whichever comes first. They will also ensure that the constitution and other annual review documents are provided to 375 FSS/FSR to remain compliant with the base.

ARTICLE VIII Dissolution

Section 1. Dissolution Authority.

The installation commander, 375th Air Mobility Wing, or his/her designated representative has the authority to dissolve this organization in the event there are no members present, prejudices or discredits the US Government, conflicts with the government, or any other reason or just cause. Also, the membership may vote to terminate the **INSERT NAME**. Voluntary dissolution of the **INSERT NAME** by its members will require concurrence from two-thirds of the membership.

Section 2. Procedures for Dissolution.

In case of dissolution of the **INSERT NAME**, whatever funds are contained belonging to the **INSERT NAME** will be used first to satisfy any outstanding debts, liabilities, and/or obligations. The balance of the funds will be disposed of as determined and voted upon by the **INSERT NAME** membership during their last meeting.

Section 3. Procedures for Dissolving Financials.

The **INSERT NAME** will then conduct a final accounting of its finances.

Section 4. Notification of Dissolution.

When dissolution actions have been accomplished, as prescribed in section one through three above, the President of the **INSERT NAME** shall notify the 375 FSS/FSR and they will notify 375 FSS/CC, in accordance with AFI 34-223, section 12.3, by providing a copy of meeting minutes outlining how debts, liabilities, and any leftover funds will be disposed/utilized as well as a formal Dissolution Request.

ARTICLE IX INSURANCE

The **INSERT NAME** will either obtain insurance or a waiver of the insurance requirements due to its low liability exposure. However, if it's determined that the group's liability exposure increases, or the group holds a special event that raises its liability risk, then the group will obtain insurance.

Each PO member will be provided a copy of the constitution and informed of their personal financial liability for obligations of the org. Each member will sign a log showing that they have read and understand their liability. This will be covered by the insurance waiver, if achieved, and able to be provided to 375 FSS/FSR at any time.

**ARTICLE X
BYLAWS**

THIS IS A PRIVATE ORGANIZATION. IT IS NOT A PART OF THE DEPARTMENT OF DEFENSE OR ANY OF ITS COMPONENTS AND IT HAS NOT GOVERNMENTAL STATUS.

**BYLAWS ARTICLE I
DUTIES OF OFFICERS**

Section 1. President. The president shall have the usual powers of supervision and management, which pertain to the office of president and will perform the following duties:

- a. Preside at all meetings of the general membership.
- b. Appoint a vice-president.
- c. Appoint a chairperson for each committee.
- d. Be an ex-officio member of all committees.
- e. Countersign all minutes.
- f. Vote only in case of a tie in meetings of the general membership.
- g. To call special meetings.
- h. Retains copies of the Constitution and Bylaws.

Section 2. Vice-President.

The vice-president shall perform the duties of the president/treasurer in their absence and shall act as assistant to the president and vote only in case of a tie in meetings of the general membership when performing duties of the president.

Section 3. Secretary.

The secretary shall be the custodian of all records, conduct correspondence of this association, and shall have the following duties:

- a. Record and maintain a file of all minutes of meetings of the general membership.
- b. Maintain all records of the association other than financial records.
- c. Coordinate with a facility to provide a place to hold meetings and to provide notification of meetings to all members.
- d. Maintain a list of names of officers and executive committee.
- e. Retain copies of Constitution and Bylaws and has them available at all meeting and will provide a copy to any active member for review upon request.

Section 4. Treasurer.

The treasurer shall be the custodian of all financial records of this association and shall have the following duties:

- a. Countersign contracts executed by the president.
- b. Sign all checks.
- c. Receive and be responsible for all funds and assets of this association.
- d. Make authorized disbursements.
- e. Maintain necessary bank accounts.
- f. Maintain all financial records.
- g. Present a monthly financial report to the general membership.

- h. Present the books and financial records of this association for audit when directed by the general membership.
- i. Make the books and financial records of this association available for inspection and review when requested by the president.
- j. Will provide financial statements to the FSS/FSR NLT 20 days following the end of the Private Org's fiscal year if the gross annual revenue is less than \$100,000.00, but more than \$5,000.00.

BYLAWS ARTICLE II ELECTION AND VOTING

Section 1. Election of Officers.

Election of officers will be held annually at the regular monthly meetings in **December**, with new officers assuming their duties during the first regular meeting in the month of January. Voting will be by secret ballot and a majority of votes cast shall be sufficient to elect.

Section 2. Nominations.

Nominations will be made from the floor or via email survey. Only members of the 375th Force Support Squadron may be nominated for office. Members may self-nominate.

Section 3. Special Elections.

Special elections will be held at a time and place designated by the president. At least 5 days' notice of special election will be provided to all members in writing. At the special election meeting, nominations may be made from the floor or via email survey. After nominations have been closed, the membership will elect an officer for each vacancy in accordance with the constitution.

BYLAWS ARTICLE III STANDING COMMITTEES

Section 1. General.

The president shall appoint standing committees for the period concurrent with his/her term of office. The president may from time to time appoint special committees as may be necessary to carry out the business of this association.

Section 2. Standing Committees.

The officers and governing body of **INSERT NAME** shall have discretion to determine whether standing or ad hoc committees will be appropriate.

**ARTICLE V
FINANCES AND TAXES**

The **INSERT NAME** shall maintain accounting records on the accrual basis of accounting. The Treasurer will ensure that monthly financial statements are prepared and will include balance sheet and income statement. An annual budget shall be prepared prior to annual review and the beginning of **INSERT NAME** fiscal year to ensure that financial objectives are achieved.

Should the org desire non-profit status, they will work with the IRS to obtain TAX ID information and status, providing this information, if desired for record keeping purposes and continuity, to 375 FSS/FSR, but is not required to provide this information.

**ARTICLE VI
AWARDS/GIFTS**

(YOUR PO DECIDES THIS, IF THEY HAVE THIS)

**ADOPTION OF THE CONSTITUTION
AND BYLAWS**

These By-Laws were approved by a majority of the general membership of the **INSERT NAME** on this date: _____.

(SIGN IN THESE SPACES)

(name-NO RANK)

President

(name-NO RANK)

Vice President

(name-NO RANK)

Treasurer

(name-NO RANK)

Secretary

MEMORANDUM FOR 375 FSS/FSR

DATE:

FROM:

SUBJECT: Request for Unofficial Activity Status

1. The _____ 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 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, discontinue operations, or reduce current assets.

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

a. 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.

b. The unofficial activity request form with signatures.

c. And an up-to-date Insurance Waiver Request will be submitted each year as part of the annual renewal.

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. We understand that we must maintain accountability for funds received and spent and will ensure appropriate internal controls are established. 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: _____

FUNDRAISER REQUEST WORKSHEET

Name of Private Organization/Unofficial Activity	Date of last PO Annual Review:	List other fundraisers requested in the same quarter:
POC Name:	POC Phone:	POC Email:
Date(s) of Event:	During CFC or AFAF?	Hours of event:
Who will conduct the event? <small>(e.g. volunteer PO members. Include # of volunteers and # under 12 yo)</small>	Who is the target audience? <small>(e.g. PO members only, base community, general public, etc.)</small>	Method of Advertising/Promotion: <small>(in person, direct mail, <u>flyers</u> (must attach a copy), etc.)</small>
Type of Activity/Event: <small>(e.g. sale of goods; contract for pay; solicitation of donation; golf tournament AFI 34-116, Air Force Golf Course Program Management)</small>	Location of event: <small>(Building; area of a building; in or out of workplace)</small>	Purpose of event: <small>(e.g. raise money for X; collect canned goods for X)</small>
Will event involve prizes/gifts/awards?	How are prizes/gifts/awards paid for?	Who receives prize/gift/award?

Additional Event Details:

I hereby certify I have reviewed AFI 34-223 and AFI 36-3101, I will obey the following rules:

1. Advance Approval Required: fundraising request must be approved in advance. An event may not be advertised until it is approved.
2. Disclaimer: POs may not use official DoD or Air Force letterhead and must prominently display **“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”** on all print and electronic media containing the PO’s name. “Prominently displayed” means black, bold font no smaller than 14 pt Times New Roman on a plain solid contrasting color background.
3. Government Resources and Email: This is extremely limited, but may be used to inform Airmen of events of possible interest to unit and families, but cannot focus on the motivation to increase sales, rather to notify Airmen of local events of possible interest. *Para 11.1.3.*
4. Official Capacity: Fundraisers may not be conducted by military members in their official capacity. PO members will not wear uniforms while participating in the fundraiser. All participants must be volunteers and on leave or special pass while conducting fundraising activities. Civilian employees, are subject to of AFI 36-3101 and the Joint Ethics Regulation (JER).
5. Location: Fundraisers must be conducted away from the workplace in accordance with AFI 36-3101, paragraph 13.3.
6. Inspections: All fundraising events are subject to no-notice inspections to ensure health, safety, and compliance with the applicable regulations. The Installation Commander or designees may withdraw a PO’s authorization to operate if the PO prejudices or discredits the United States Government, conflicts with Government activities, or for any other just reason. POs must have approval on-hand at the event.
7. Resale Activities: Fundraisers may not be frequent/continuous resale or compete with AAFES, Services, or NAFI activities.
8. Frequency: A PO may conduct no more than 3 fundraisers per calendar quarter.
9. Solicitation:
 - a. DoD personnel may not solicit other personnel or family members of personnel junior in rank, grade or position, on or off duty.
 - b. POs will not solicit gifts or donations on base. Off-base solicitations must contain the disclaimer described above. Donor/gift recognition may not be made publicly; only to members of the PO or those present at an event benefiting from the donation/gift.
 - c. UAs may not solicit donations or gifts at any time of any kind on and/or off base.
10. Golf tournament fundraisers held on the installation must comply with AFI 34-116, *Air Force Golf Course Program Management.*

I request authorization to hold a fundraiser, described above, for the above named Unofficial Activity (UA) or Private Organization (PO). I understand as a PO/UA my organization is responsible for all claims, loss, and liability connected with this event, whether or not contributed to by any negligence or alleged misconduct by any employee(s) of the United States or member(s) of the United States Armed Forces. Should any such incident occur, the individual members of the requesting organization, rather than the Air Force, will be liable.

SIGNATURE OF FUNDRAISER COORDINATOR _____ DATE: _____

SIGNATURE OF PO/UA ELECTED OFFICER _____ DATE: _____

ADDITIONAL COORDINATION (to be completed by PO as applicable)		
If location is in Government Facility Building custodian approval is required. Bldg 1600: forward to Harold Hollis/Thomas Gray.	Name	Signature
If location is in Base Housing Housing approval is required	Name	Signature
If Location is BX, Shoppette or Commissary AAFES or DECA approval required in advance.	Signature of approving AAFES official	Signature of approving DECA official
If event requires base access for non-base affiliated civilians	Name of approving 375 SFS/S5 POC	Copy of approval attached?
If event includes physical activity on base (i.e. fun-run, 5K, softball, etc.)	Name of approving 375 AMW/SE POC	Copy of approval/risk assessment attached?
	SFS/S5	Copy of approval attached?
	Liability insurance obtained for event?	Proof of insurance attached?
19. If event includes food preparation (chili sale, bake sale; anything requiring handling and processing of food)	Name of approving 375 MDG Food Safety POC	Copy of approval attached?
20. If event involves a raffle/game of chance Additional Rules for Raffle Proceeds: <ul style="list-style-type: none"> • may be conducted on an Air Force installation by those Private Organizations that are composed primarily of Department of Defense personnel or their family members and require a license • Must identify the purpose for which funds are being raised and the intended use of the proceeds • Cannot be used to raise money for outside local/national groups/charities. • Raffles conducted for monetary prizes are not authorized on base. Off base require approval in advance and a license. • Raffles cannot be conducted in the workplace. • UAs cannot conduct raffles of any kind. <i>See para. AFI 34-223, para. 10.20</i> 	20a. St. Clair County raffle license obtained pursuant to Bus. Reg. 8-6-8 and ILCS 15/2-15/3?	20b. Copy of license attached?
	20c. What will proceeds from the raffle be used for?	
	20d. Who are the intended beneficiaries of the raffle proceeds?	
	20e. How will the PO ensure the raffle proceeds are used only for that purpose and those beneficiaries?	

375 AMW/JA Recommendation Recommend Disapproval	REMARKS:
Name	Signature and Date

Your request to conduct a fundraising event is: Approved	
REMARKS:	
NAME, RANK, POSITION	Signature and Date

Event Name:

FUNDRAISING EVENT
CHECKLIST

Any organization which desires to hold a fundraising event on base must:

Criteria:	Y	N
1.) Be a registered PO, authorized by the Commander to perform fundraising events on base, unless their assets do not exceed a monthly average of \$1,000 over a 3-month period. If they do have such minimal assets, they may hold an unofficial activity and not register as a PO.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2.) Not have military members or civilian employees conduct the event during their duty times.	<input type="checkbox"/>	<input type="checkbox"/>
3.) Conduct a maximum of 3 fundraising events per calendar quarter.	<input type="checkbox"/>	<input type="checkbox"/>
4.) Restrict use of government property to during personal time in situations where it would not adversely affect the performance of official duties or add significant additional cost to the DoD.	<input type="checkbox"/>	<input type="checkbox"/>
5.) Prominently display the following disclaimer on all print and electronic media mentioning the PO's name confirming that the PO is not a part of 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." This disclaimer must also be provided in verbal communication and public announcements.	<input type="checkbox"/>	<input type="checkbox"/>
6.) Not sell or serve alcoholic beverages. AFI 34-223 para. 10.14	<input type="checkbox"/>	<input type="checkbox"/>
7.) Not operate any game of chance, except a raffle under the guidelines of AFI 34-223, para. 10.20.	<input type="checkbox"/>	<input type="checkbox"/>
8.) Obtain liability insurance when the risk of injury or damage from the event is greater than negligible.	<input type="checkbox"/>	<input type="checkbox"/>
9.) Not engage in activities that duplicate or compete with activities of the AAFES or Services NAFIs.	<input type="checkbox"/>	<input type="checkbox"/>
10.) Not solicit donations or gifts on base.	<input type="checkbox"/>	<input type="checkbox"/>
11.) Furnish their own equipment, supplies, and other materials, except de minimis use of government property.	<input type="checkbox"/>	<input type="checkbox"/>

Comments and Concerns:

Initial Reviewer:

Attorney Reviewer:

ADDITIONAL BUILDING CUSTODIAN COORDINATION FOR FUNDRAISERS IN GOV'T BUILDINGS

PO Name: _____

Date: _____

POC: _____

POC Phone Number: _____

Fundraiser Name: _____

Date of Fundraiser: _____

Building #	Location in Building	Building Custodian Name	Building Custodian Signature
Building #		Building Custodian Name	Building Custodian Signature
Building #		Building Custodian Name	Building Custodian Signature
Building #		Building Custodian Name	Building Custodian Signature
Building #	Location in Building	Building Custodian Name	Building Custodian Signature
Building #		Building Custodian Name	Building Custodian Signature
Building #		Building Custodian Name	Building Custodian Signature
Building #		Building Custodian Name	Building Custodian Signature

NOTE: Please attach with your Fundraiser Request Form, preferably combining the docs in ADOBE, if fundraiser occurs in more than one location requiring building custodian signature.

MEMORANDUM FOR 375 FSS/FSR

DATE: _____

FROM: _____
(PO or UA Name)

SUBJECT: Dissolution of a Private Org (PO)/ Unofficial Activity (UA)

1. Subject activity no longer wishes to have authority to operate on Scott Air Force Base. At a general membership meeting held on _____ members voted to dissolve.
(date)

2. Dissolution is effective: _____.
(date)

3. We will clear any outstanding liabilities with the PO/UA funds and ensure that these are satisfied before dissolution. If any assets remain we will dispose of them by:

4. Our organizational bank account at _____, will be closed
(Bank Name)
effective _____.
(date)

5. Should any further questions or concerns arise, please contact:

POC Name: _____

Phone Number: _____

Email: _____

Signature of Org Board Member

Signature of 375 AMW/JA Official

Printed Name of Org Board Member

Printed Name of 375 AMW/JA Official