

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

For general information and downloadable forms, please visit:
<https://375fss.com/private-organizations/>

FUNDRAISING INFO

SUBMITTING REQUESTS AND ROUTING:

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

REQUIRED BEFORE FUNDRAISING:

- All orgs must be established and current Annual Review 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 advertisements must be approved prior to posting. This includes Base PA Bulletin and 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 34-106, para 5.15 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. See AFI 34-106, para 5.21.
- UAs cannot conduct raffles at any time.
- Raffles REQUIRE a license to be obtained through St. Clair County and submitted with your fundraiser packet.
- <https://www.stclaircountyil.gov/webdocuments/CountyCode/Business%20Regulations.pdf>

GOLF & SPORTS & HIGH RISK ACTIVITIES ***REQUIRE JA APPROVAL***

- 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.

LIMITATIONS

Remember that when acting in a Private Org capacity, you are acting as a civilian completely separate from the military and DoD.

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- 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.

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.**

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.

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 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.irs.gov/charities-non-profits/stay-exempt>
 - Not established with IRS/Unsure:
 - <https://www.irs.gov/charities-non-profits/types-of-tax-exempt-organizations>
 - <https://www.irs.gov/charities-and-nonprofits>
 - <https://www.irs.gov/Charities-&-Non-Profits/Applying-for-Tax-Exempt-Status>

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