

88th Air Base Wing

“Strength Through Support!”



Private Organization and Fundraising Overview



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Agenda



- **Guidance**
- **Roles & Responsibilities**
- **PO Responsibilities**
- **Finances**
- **Fundraising**
- **Advertisement**
- **Snack Bars**
- **Raffles**
- **Solicitation of Donations**
- **Contact Information**



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Guidance

- **AFI 34-223, Private Organization Programs**
- **AFI 36-3101, Fundraising within the Air Force**
- **DoD 5500.07-R, Joint Ethics Regulation**
- **DoDI 1000.15, Procedures and Support for Non-Federal Entities Authorized to Operate on DoD Installations**
- **AFMAN 33-152, User Responsibilities and Guidance for Information Systems**
- **5 CFR 2635.808, Standards of Ethical Conduct for Employees of the Executive Branch; Fundraising Activities**
- **AFI 51-601, Gifts to the Department of the Air Force**
- **AFI 36-2909, Professional and Unprofessional Relationships**



Roles & Responsibilities



Installation Commander:

- Approves PO to operate on Installation
 - Delegated to MSG
- Approves fundraisers
 - Delegated to FSS CL

FSS:

- Administrative oversight of Installation POs
- Maintains a file on each PO on the installation
- Runs checklist annually ensuring, constitution and bylaws, financial statements, meeting minutes, list of POC and other documents are in order
- Routes requests and acts as a liaison

Legal:

- Advises FSS on interpretation of applicable rules



PO Responsibilities

- **Submit meeting minutes NLT 30 Day after meetings**
- **Notify 88 FSS upon changes in officers**
- **Constitution & Bylaws are renewed every two years or when a change in purpose, functions, or membership eligibility whichever comes first.**
- **Prevent appearance of official sanction by the DoD**
 - **May not use seals, logos or insignia of any government agency, organizational unit or installation (Do not submit docs on official letterhead)**
 - **Must prominently display disclaimer on all print and electronic media (websites) mentioning the PO's name confirming that 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”.



Finances



- **POs must use financial budgets and statements**
 - **Must prepare an income-and-expense statement (Bank statements do not fulfill this requirement)**
 - **POs must also prepare a balance sheet that accounts for total assets, liabilities and net worth (equity) of the PO's financial condition on a given date.**
 - **POs with certain levels of gross annual revenue must undergo audits and financial reviews at the PO's own expense**
 - **\$5K or more, but less than \$100K-Submit financial statements to the 88 FSS no later than 20 days following the PO's fiscal year**
 - **\$100K or more, but less than \$250k Accountants (Certified Public Accountant not required) perform annual financial reviews. Submit written review to 88 FSS**
 - **Certified Public Accountants perform annual audits of Private Organizations with gross annual revenues of \$250,000 or more.**
- **POs must comply with all federal, state, local laws. Some POs may apply for tax-exempt status. It is the responsibility of the PO to obtain proper tax-exempt information and forms through the regional IRS office and the state taxing authority.**
- ***The use of official Government tax ID is prohibited.***



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Finances



- POs **MUST** obtain approval for on and off base fundraisers
- POs must be compliant/current to fundraise
- POs will not engage in frequent or continuous resale activities
- POs may conduct occasional fundraising- defined as no more than 3 per Quarter of the Fiscal Year
- Must be away from the workplace (*can be in common areas*)
- No selling or serving of alcohol (AFI 34-223 para. 10.20 additional guidance)
- Use official Air Force equipment or communication systems (i.e. email, computers, copiers/printers, etc. is prohibited to advertise for PO fundraisers and membership events
- Ensure those working the fundraiser are out of uniform and off duty (i.e. lunch hour, breaks, leave, etc.)
- Fundraisers are not authorized during the AFAF or Campaign Combined Federal Campaign
- Fundraisers cannot duplicate or compete with activities of AAFES or FSS
- Must not operate amusement machines, or games of chance



Advertising

- **Prominently display a disclaimer on all fundraising materials and at the fundraiser location that reads,**
“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”.
- **Do not advertise for, refer to, or encourage non-members to use a specific off-base business.**
- **POs should have facility managers approval prior to hanging flyers**
- **Fundraiser must be approved prior to advertising**



Snack Bars

- **The prohibition against frequent or continuous resale activities does not preclude collective purchasing and sharing of purchased items by members of the POs or unofficial/unit unofficial activities/organizations so long as there is no actual resale.**
 - *“Resale” is defined as the sales of items or services 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.*
- **Proceeds can only sustain the snack bar. It is NOT appropriate to make a profit or use proceeds to fund other activities**



Raffles



- Raffles must be authorized in advance by the installation Commander
- Must identify the purpose of the funds raised and the intended use of the proceeds
- Must be held to support the PO's routine operations or for the direct benefit of DoD personnel and/or family members (i.e. scholarships for DoD personnel and dependents)
- If on the installation, not be conducted strictly for a monetary prize
- May not be conducted to raise money for an outside cause local/national groups or local/national charities (includes CFC)
- May be utilized for benefiting AFAF if 100% of donations go to the fund
- Raffles will not be conducted in the workplace
- Cannot raffle off alcoholic beverages except during off base events and then only if in compliance with state and local laws
- Raffles must comply with State and local laws (securing a license/permits)
- Counts toward 3 per quarter fundraisers



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Solicitation of Donations



- POs may not make direct solicitations from non-members on the installation
- POs may not solicit cash donations on base
- POs may solicit off base but must clearly indicate that they are for a PO and not the base or any official part of the Air Force
- POs may “accept” gifts as donations
- Donor/gift recognition may not be made publicly- Recognition can only be made to members of the PO or those present at an event benefiting from the donation/gift
- Avoid the word “Sponsor” or “Sponsorship”!!



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Contact Information



Fundraising request forms and more at:
<https://www.wrightpattfss.com/private-organizations>

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