

PRIVATE ORGANIZATION FUNDRAISING INFORMATION

Private Organizations (POs) are self-sustaining special interest groups set up by individuals acting exclusively outside the scope of any official Air Force duties. Air Force Instructions (AFI) 34-223, *Private Organizations Program*, 13 Dec 2018, and AFI 36-3101, *Fundraising*, 9 Oct 2018, govern fundraising activities in the Air Force.

Prior to Conducting a Fundraiser, Private Organizations **SHOULD**:

- Select a fundraiser location outside of the Federal workplace such as an entryway, hallway, or breakroom. POs must not conduct fundraisers in areas of the base considered the “Federal workplace” such as offices, hangars, and flight lines.
- Select a fundraiser date outside of the Combined Federal Campaign and Air Force Assistance Fund campaigns (typically Oct-Dec and March-April). Limited exceptions may be granted.
- Select a fundraising activity that does not duplicate or compete with an existing AAFES or 88 FSS Services operation (i.e. selling beverages outside of a Base Exchange, selling food outside of the Wright-Patterson Club).
- Obtain training from 88 AMDS/SGPM Public Health if your fundraiser involves the sale of food (usaf.wrightpatt.88mdg.mbx.sgpm@mail.mil).
- Submit a fundraiser approval request to 88 FSS (88fss.fsr@us.af.mil) with the specific time, date, location, and explanation of your fundraiser, in advance of the desired fundraiser date. For planning purposes, the approval process may take up to 20 business days.
- 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.”
- Ensure those working the fundraiser are out of uniform and off duty (i.e. lunch hour, breaks, leave, etc.).

Private Organizations **SHOULD NOT**:

- Conduct frequent and continuous resale activities or more than three (3) fundraisers in a calendar quarter.
- Solicit non-members on base for cash donations or gifts. Off-base solicitations of non-members must clearly inform the non-member that donations are for a PO and not for Wright-Patterson AFB or the Air Force.
- Advertise for, refer to, or encourage non-members to use a specific off-base business.
- Conduct gambling-type activities such as lotteries or slot machines. Under limited circumstances and with prior approval, POs may conduct raffles (AFI 34-223, para. 10.20.).
- Sell or serve alcoholic beverages.
- Use official Air Force equipment or communication systems (i.e. e-mail, instant messaging, splash screens, etc.) to advertise a fundraiser (Direct inquiries for Skywrighter ads to Cox Media Group).