

PO vs. UA CHEAT SHEET

	Private Organization	Unofficial Activities
Approval Authority to Operate	75MSG/CC	Unit CC
Fundraiser Approval Authority	75 FSS/CC	Unit CC for in Unit "for us by us" 75 FSS if open to other Squadrons/ Units via Fundraiser Request Form
Fundraise on Duty Time	No	Yes, but limited
Fundraise in Uniform	No	Yes, but limited
Announce a Fundraiser via Official Email	No	Yes , to Squadron/Unit Only
Cap on Number of On-Base Fundraisers per Quarter	Yes - 3 per quarter	In Unit "for us by us" - Unlimited* Open to other Units - 3 per quarter
Fundraise Off-Base	Unlimited - with 75 FSS Approval**	No
Cap on Funds	No	\$1,000 ***
Solicit Gifts from Outside Sources	Yes	Not allowed to solicit, but may accept gifts
Provide Financial Documents	To 75FSS/FSR annually every January & end of Financial Year ****	To Unit Commander at least Annually per AFI 34-223
Conduct Raffles	No	No

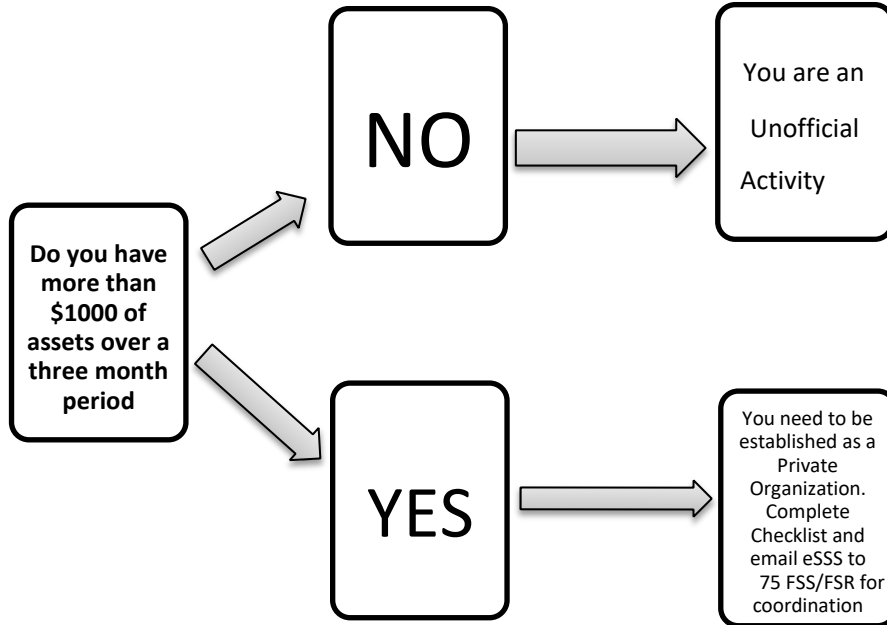
** Unlimited within the limits of the AFI 34-223, Fund Cap and DAFI 36-3101. This is only for fundraisers that are open to just your Unit/Squadron. All fundraisers need to be approved by your Unit CC/CL and take minimal mission time. If you want to open it up beyond your Unit/Squadron it would need 75FSS Approval via Fundraiser Request Form and be limited to 3 per quarter.*

*** Unlimited - with 75 FSS Approval. Before performing any off base fundraising you need to consult with 75 FSS POC and Legal. Once you have consulted and follow the applicable rules, you are able to do as many off base fundraisers as you want.*

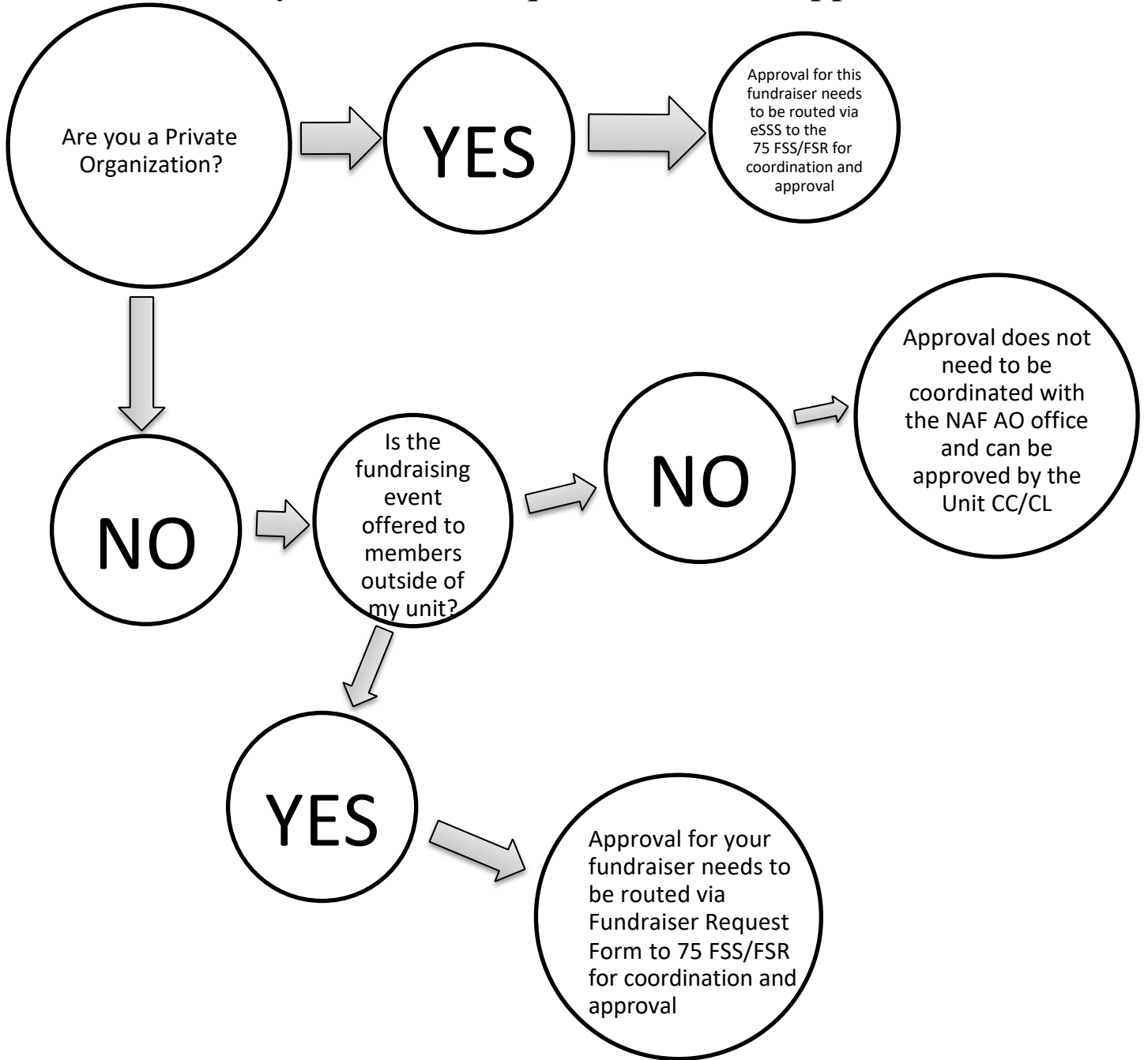
****\$1,000 is for 300 members or less, over 300 Squadron members you can qualify for an increase per AFI 34-223. Reach out to 75 FSS for assistance.*

***** End of Financial Year of the Private Organization as declared in the Bylaws/Constitution for the Private Organization.*

Am I a Private Organization or Unofficial Activity?



Does my fundraiser require 75FSS/CC approval?



Private Organizations

According to AFI 34-223, "POs are self-sustaining special interest groups, set up by individuals acting exclusively outside the scope of any official Air Force Duties. They operate on Air Force Installations with the written consent of the Installation Commander. POs are not Federal entities and are not to be treated as such." Paragraph 9 adds that DoD personnel CANNOT be on duty time to develop documents in support of PO's.

PO's can fundraise on or off base. POs cannot solicit donations on base--except to their own members but may solicit gifts and donations off base, making it clear that they are not part of the Air Force and using the disclaimer statement. "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."

POs operate on Air Force installations with the written authorization of the 75 ABW/CC or the delegated authority 75 MSG/CC. The 75 FSS/FSR acts as a liaison between Private Organization members, the Legal Office, 75 FSS/CC and 75 MSG/CC.

New Private Organizations need to provide the following to 75FSS/FSR:

- Request to Establish Memo
- Copy of Insurance Policy OR Request for Insurance Waiver
- Letter of Liability Understanding
- Constitution/By-Laws
- List of current POs Officers
- Financial Statement /Bank Statement/Budget
- Meeting Minutes

Existing Private Organizations need to provide the following to 75FSS/FSR:

- Due Annually in January:
 - Copy of Insurance Policy OR Request for Insurance Waiver
 - Letter of Liability Understanding
 - Financials Statements due annually in January AND at the end of the financial year set forth in Bylaws/Constitution. *See AFI for other requirements based on yearly income.
 - Updated List of Officers (also due anytime there is a change of officers).
 - Minute Meeting Notes due at least yearly and as set forth in the Bylaws/Constitution.
- Due Every 2 Years in January:
 - Recertification Memo
 - The constitution and by-laws OR when there is a change in purpose, function, or membership eligibility to get your private organization reviewed by the staff judge advocate and recertified IAW AFI 34-223 para. 9.3.

Fundraising for Private Organizations

POs are required to submit a fundraising request form to 75FSS/FSR for approval. Allow at least 20 business days for the approval process and do not begin advertising until the request has been approved.

Some rules/limitations are as follows (not an all-inclusive list):

- Private Org must be compliant and have all documents up to date with 75 FSS/FSR before hosting any Fundraiser.
- Fundraising event will not be conducted during the Combined Federal Campaign or the Air Force Assistance Fund Campaign unless approved by the ABW/CC.
- **Cannot** occur during duty hours in the workplace. (Lunch hours are permissible if out of Uniform and Off the Clock).
- Government time, resources or letterhead will not be utilized. May not use government title or positions on any advertising.
- The event will not compete with the base exchange or 75th FSS activities.
- Any sale of food will be coordinated through 75ABW Public Health.
- The sale of alcoholic beverages is prohibited.
- Military personnel cannot participate while in uniform.
- Comply with AFI 36-3101, Fundraising in the Air Force.
- Conduct no more than three (3) on-installation fundraisers per quarter.
- All funds must directly benefit DoD personnel or their families and cannot be used to raise funds for charities or outside causes. (In-Kind Donations are a separate category).

Unofficial Activities (UA)

Unofficial activities/organizations are small groups which are not required to be formally established as Private Organization because their current assets (including cash, investments, inventory and receivables) do not exceed a monthly average of \$1,000 over a three-month period.

Required to: (Per AFI 34-223)

- Maintain a two-person accountability system for all cash transactions.
- Submit a basic annual report to the unit commander detailing income and expenditures throughout the year.

All Unofficial Activities need to provide the following to 75FSS/FSR:

- If you want to host a fundraiser open to those outside of your Unit/Squadron, you will need to fill out a Fundraiser Request form and get approval from the 75FSS/CC before you host the fundraiser.
- Request to exceed Fund threshold - If you want to exceed the \$1,000 threshold as allowed you will need approval through the 75 FSS.

Unit commanders must weigh the benefit of having a UA, or a PO. UA fundraising activities are considered “for us, by us” within the meaning of the JER.

JER Section 3-210(a) (6) defines “for us, by us” as:

- Federal entities
- Made up entirely of Department of Defense members and/or their dependents • Funds raised must exclusively benefit the DoD community.

UA’s now have exceptions to financial limits. Units can exceed threshold of \$1,000 for 6 months when preparing for a large unit event, for no more than 6 months. Units can also increase holdings for units with over 300 people at the rate of \$100 for every 50 members over 300 (up to max. \$5,000). *You will need to get approval with the 75 FSS to exceed the threshold via Memo Request.*

EXAMPLE: A unit consisting of 400 people could hold \$1,000 plus an additional \$200 {\$100 for every fifty people over 300=\$200}. If saving for a unit party, 6 months of the year the unit can carry up to \$5,000 with approval routed through the 75 FSS.

Fundraising for Unofficial Activities

As a rule, unofficial activities' fundraising efforts are considered "for us, by us", until said fundraising extends beyond unit personnel and their family members.

Unit commanders may approve UA activity fundraisers on base (within the unit) when intended for unit personnel only. Fundraising can be advertised using official communications systems (to unit members only) and allow unit personnel to fundraise while on duty if it does not interfere with the mission. Fundraising off base and soliciting on or off base is not allowed.

Unofficial Activities SHOULD:

- Obtain approval from the unit commander in advance of the fundraiser if the fundraiser will only extend to the unit's personnel and family members.
- Obtain approval from 75FSS in advance if the fundraiser will extend beyond the unit's personnel and family members. The approval process may take up to 20 business days.
- 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.
- Ensure all participation is voluntary (Commanders/Supervisors should not act as sellers).
- Obtain approval and/or training from Public Health if the fundraiser involves the sale of food.
- Maintain a two-person accountability system for all cash transactions.
- Send an annual financial statement to your unit commander

Unofficial Activities SHOULD NOT:

- Select a fundraising activity that competes with the Exchange or 75 FSS Services operation (i.e., selling beverages outside of the bowling center.)
- Conduct frequent or continuous resale activities (excludes unit souvenirs).
- Conduct fundraisers off-base.
- Solicit contractor employees to participate in your fundraiser.
- Advertise for, refer to, or encourage the use a specific off-base business.
- Sell or serve alcoholic beverages.
- No raffles or games of chance