

Private Organizations

January 2016



- **Definition of Private Organizations**
 - **Official**
 - **Small Unofficial Activities**
 - **Guidance & Oversight**
 - **Establishment**
 - **Financial Requirements**
 - **Fundraiser Requests**
 - **Insurance Requirements**
 - **Operating Policy**
 - **Audit Requirements**
 - **Logistical Support**
 - **Dissolution**
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- **Official Private Organizations**
 - **Self sustaining groups**
 - **Set up by people acting exclusively outside the scope of any official capacity as officers, employees, or agents of the Federal Government**
 - **Operate on installations with written consent of Installation Commander**
 - **Small Unofficial Activities**
 - **Coffee funds, flower funds, sunshine funds, small operations**
 - **Maintain assets under \$1,000 per month for three (3) months**
 - **Booster Clubs fit into either category**
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- **AFI 34-223, *Private Organizations (PO) Program***
 - **Mandatory compliance**
 - **HQ USAF/A1S – Issues guidance**
 - **HQ AFSVA – Operational guidance**
 - **Private Organization Guide – Jan 12**
 - **HQ AFMC/A1S – Ensures compliance**
 - **Installation Commander**
 - **Authorizes establishment and operation**
 - **Withdraws authorization**
 - **Authorized to eliminate duplication of services**
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- **Installation Commander (con't)**
 - Approves request for occasional fundraisers
 - Delegated FSS (not during CFC/AFAS)
 - Two (2) per quarter
 - Designates FSS/CC to monitor and advise on PO and unofficial activity/organization activities
 - Delegated insurance waivers to MSG/CC

 - **FSS Commander**
 - Monitors and administers PO Program
 - Monitors unofficial activities/organizations
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- **FSS Resource Management**

- **Review POs annually IAW with AFI**
 - **Provide newly elected officers/treasurer guidance and training on installation requirements and procedures**
 - **Forms available from Private Organization Coordinator (website forthcoming)**
 - **Maintain documents supporting establishment, operation, and dissolution of PO**
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- **Established as a PO when**
 - **Assets exceed \$1,000 average over 3 months**
 - **Submit written constitution & bylaws to 100 FSS**
 - **Address nature, function, objectives, membership eligibility, and source of income**
 - **Template available from Private Organization Coordinator**
 - **Required to update every two years or when a change in purpose, functions, or membership eligibility**
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- **Identify Goals and Objectives for control of assets**
 - **POs must use budgets and financial statements as financial management tools**
 - **Must prepare**
 - **Income and Expense Statement**
 - **Balance Sheet**
 - **Financial Budgets**
 - **Submit monthly bank statements**

 - **Sample reports are available from Private Organization Office**
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Levels of Audit Review for Private Organizations

Gross Annual Revenue	Requirements
\$5K or less	<ul style="list-style-type: none">• None
\$5K or more, but less than \$100K	<ul style="list-style-type: none">• Submit full annual financial statement to 100 FSS NLT 20 days following the PO's fiscal year
\$100K or more, but less than \$250K	<ul style="list-style-type: none">• Financial Review performed by an Accountant• Paid by PO
\$250K or more	<ul style="list-style-type: none">• Audit performed by CPA• Paid by PO

Fundraiser Requests

- **POs request fundraisers through 100 FSS/FSR**
 - **Forms are available from Private Organization Coordinator**
 - **In order to allow sufficient time to obtain necessary approvals, requests need to be submitted 14 days prior to the event or 30 days prior if during CFC/AFAS drives**
 - **Submit completed requests to Private Organization Coordinator only when all applicable Coordinations are complete:**
 - **AAFES**
 - **Facility Manager**
 - **Public Health**
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Insurance Requirements

- **POs must have liability insurance unless the Installation Commander or delegee waives the requirement.**
 - **Insurance should be required unless the activities of the PO are such that the risk of liability is negligible.**
 - **PO members are jointly and severally liable for the obligations of the PO, and their understanding of the liability must be documented.**
 - **The absence of liability insurance places their personal assets immediately at risk in the event of PO liability.**
 - **The commander or delegees may waive the requirement for continuous liability coverage; however, the approval document must advise the PO that the commander may still require liability insurance for specific events that involve a greater risk of injury or damage.**
 - **Insurance waivers must be reevaluated annually.**
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- **POs will not use in title or letterhead any:**
 - **Name, abbreviation or seal of Department of Defense (DoD)**
 - **DoD component, organizational unit or installation**
 - **Name or parts of the name of AF NAFI**

 - **Must prominently display disclaimer in print and electronic media (websites)**
 - **“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”**
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- **Not authorized for PO or unofficial activity:**
 - **Sale of Alcoholic Beverages**
 - **Use of MWR Commercial Sponsorship**
 - **Solicitation on base (Off-base solicitation permitted)**
 - **APF or NAF support**

 - **POs are not authorized to compete or duplicate AAFES or FSS**

 - **Frequent or continuous resale is not authorized**
 - **Exceptions: Thrift Shop, AF Museum, & School/Squadron Memorabilia**
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- **POs must provide their own equipment, supplies, and other materials**
 - **Government equipment may be loaned or rented**
 - **Must be in writing**
 - **Use of official email, mail, computers, copiers, etc. is prohibited**
 - **Government may provide occasional meeting space**
 - **Exclusive use of meeting space/building requires special approval**
 - **PO responsible for utilities**
 - **PO pays additional janitorial or maintenance costs**
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- **POs must notify 100 FSS upon**
 - **Change in officers**
 - **Dissolution**

 - **Upon dissolution**
 - **Pay all debt and liabilities**
 - **Disburse any assets, as determined by membership and as outlined in constitution and bylaws**
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1. What documents are required to become a PO?

- Constitution and bylaws
- Proof of required insurance or appropriate waiver
- Current list of officers and points of contact
- Treasurer Acceptance Letter if you wish to open an organizational bank account

2. How often do Constitutions/Bylaws need to be updated?

- Every two years or as needed.

3. How long are Insurance Waivers valid for?

- One year.
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4. What financial statements need to be submitted and how frequently?

- **For all POs:**
 - **Monthly - bank statements.**
 - **Annually - budgets, income-and-expense statements, and balance sheets.**

5. Can private organizations ask for donations?

- **POs and unofficial activities/organizations may accept gifts and donations.**
 - **These organizations will not solicit gifts or donations on base.**
 - **Off-base solicitations must clearly indicate that they are for a PO or an unofficial activity/organization, and not for the base or any official part of the Air Force. Donor/gift recognition may not be made publicly.**
 - **Recognition of the gift or donation can only be made to members of the PO or those present at an event benefiting from the donation/gift.**
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6. Do the following count as fundraisers?

- **charitable food/toy/clothing drives**
- **inter-squadron fundraising activities**
- **off-base events**

- **Yes, and are subject to the same approval process as fundraisers.**

7. Are you allowed to fundraise during CFC/AFAS drives?

- **Yes, but require Installation Commander approval (and the Fundraiser Request form must be submitted at least 30 days prior to the event).**

8. How often do meeting minutes need to be submitted?

- **As they are held; i.e. monthly, quarterly, or special meetings.**
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Private Organization Coordinator

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100 FSS Resource Management

Bldg 450, Room 123

Across from Northside Fitness Center/Galaxy Club

