

# ***92d Air Refueling Wing***

---



## **Annual Private Organization (PO) Training**

**2024**

---



# Agenda



- 
- **Private Organization Overview**
  - **Documents**
  - **Guidelines**
  - **Resources**
  - **Folder Review**



# Private Organization Program Overview



- **AFI 34-223, *Private Organizations (PO) Program***
- **POs are self-sustaining special interest groups.**
- **Set up by people acting exclusively outside the scope of any official capacity.**
- **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. Para 1.1**



# Purpose of Private Organization Program



**PO programs and activities do not conflict with Air Force goals.**

- **Must not conflict with, or duplicate any AAFES or NAF Activities.**
  - Resale items
  - Direct Competition with NAF / AAFES
- **POs must get Wing CC approval if a fundraiser occurs during the Combined Federal Campaign (CFC) or the AF Assistance Fund (AFAF) AFI 36-3101.**
- **Prevent the appearance of an official sanction or support of the Air Force, or the Department of Defense**
  - No Official Letterhead / Title
  - No uniform / Non-duty status
  - No Official email outside member to member



# Private Org Required Docs



- POC List (Every year or whenever there is a change)
- Meeting Minutes (Every six months), POs must submit at least 2 copies of meeting minutes annually to the PO Monitor (Recommend meeting minutes at each meeting to document meetings and decisions)
- Member Liability (Every year or whenever there is a change)
- Financials (Every year)
- Insurance / Insurance Waiver (Every year or whenever there is a change)
- Constitution & Bylaws / Review Request (Every 2 years or whenever there is a change)
- Any missing paperwork will be required NLT 8 FEB 2024



# Private Organization Files Liability Insurance



- **Every PO must have either liability insurance or an insurance waiver on file. para 10.15**
- **Members must be made aware that they are jointly and severely liable for the obligations of the Private Organization. A Certification of Private Organization Member Liability must be submitted to the PO Monitor annually.**
- **Even with an insurance waiver, insurance is required if conducting ANY activity that has more than a negligible risk of injury. para 10.15**
- **Liability Insurance must be submitted annually.**
- **Insurance waivers must be reevaluated annually.**
- **Consider Bonding for the PO Treasurer. para 10.16**



# Private Organization Files Financial Statements



- **Every PO must submit an annual income and expense statement as well as a balance sheet (not a bank statement)**
  - **Examples located at [Fairchildfun.com](http://Fairchildfun.com)**
    - **Income and expense, capital purchases (equipment and property), budget established and financial objectives, planned expenses, balance sheets, assets liability equity, income/cash, revenue, expenses, profit/loss**
  - **92 FSS/FSR requires an annual financial statement for all Private Organizations regardless of dollar amount, for annual FSR audit to ensure there are no signs for fraud or other improprieties. Para 10.7.4**
- **Depending on annual income, some POs may need to undergo audits and financial reviews at the PO's own expense**
  - **Gross Revenue of \$250,000, or more must perform annual audit with a Certified Public Accountant. Para. 10.7.1**
  - **\$100,000, but less than \$250,000, must have a CPA perform a financial review. Para 10.7.2**
  - **Less than \$100,000, but more than \$5,000, 92 FSS / FSR Office may perform financial review. No later than 20 days from close of PO's fiscal year. Para. 10.7.3**



# Private Organization Files Constitution & Bylaws

---



- **Must be updated when there is a change in the purpose, function, or membership eligibility**
- **The organization's request for certification must be resubmitted for review and approval every two years or when there is a change in the purpose, function, or membership eligibility of the Private Organization, whichever comes first and must be reviewed by the installation Staff Judge Advocate.**
- **Must be signed by the president or chairperson of the PO**
- **Must comply with Federal, State, and Local Laws**





# How to Find PO Templates on (fairchildfun.com)



The screenshot shows the fairchildfun.com website. The navigation menu includes: Home, Events, Recreation, Dining, Youth, Support, Military, and Jobs. The Military dropdown menu is open, showing options: Airman Leadership School, Manpower & Organization, Military Personnel, Resource Management (highlighted), Professional Development Center, Retiree Activities, Survivor Benefits & Honor Guard, and Unite Program. The main content area features a large image of people in winter gear in a snowy landscape. Below the image, the text reads: "Welcome to Fairchild" and "FIND YOUR FUN". Underneath, there is a section titled "Upcoming Events" with three event cards: "Wed, January 31, 02:00 PM" (with a green bill icon), "Thu, February 01, 04:00 PM" (with a pink knitted item icon), and "Sat, February 03, 03:00 PM" (with a colorful balloon icon). The URL bar shows "https://fairchildfun.com".



# Fundraising and Off Base Solicitations



- **POs are allowed occasional fundraising, and this is defined as no more than three fundraisers per quarter.**
- **Completed fundraiser forms should be submitted to the PO monitor no later than 5 weeks prior to event**
- **Off base solicitation requests should be submitted to the PO monitor no later than 5 weeks prior to event, so the PO can contact local businesses for donations**
- **If approval is not received in time, the PO may not conduct the fundraiser or solicit off base**
- **Private Organizations will not solicit for monetary gifts or donations from non-members on base.**



# Fundraiser Request Form Part 1 and 2



1 FUNDRAISER REQUEST FORM					
Current as of Feb 2015. Previous Editions Obsolete					
NAME OF FUNDRAISER COORDINATOR		DAYTIME PHONE NUMBER	Private Org./Unofficial Activity	Title of Event	
<p>I request authorization to hold a fundraising event. If approved, I expressly agree to indemnify and hold the United States of America harmless from and against any and all claims, loss, and liability, however caused, arising out of or in anyway connected with the fundraising event for which approval was granted pursuant to this agreement, whether or not caused or contributed to by any negligence or alleged misconduct on the part of any employee of the United States or member of the United States Armed Forces.</p> <p><b>THIS FUNDRAISER REQUEST FORM SHOULD BE SUBMITTED AT LEAST 5 WEEKS PRIOR TO THE START OF THE FUNDRAISER.</b></p>					
SIGNATURE OF ELECTED MEMBER		DATE			
START	END	LOCATION OF EVENT		NUMBER OF VOLUNTEERS	
DATE	DATE			ADULTS (12+)	
TIME	TIME			CHILDREN UNDER 12	
Please mark "yes" or "no" for the following questions:					
YES NO	YES NO	YES NO	YES NO	YES NO	YES NO
<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
<p>1. After completing all the blocks shaded in grey, it is the fundraiser POC's responsibility to ensure that the fundraiser request is routed through the following offices as needed:</p> <p><b>A. Building Custodian:</b> You are required to gain permission to hold your fundraiser at any given location. If it is taking place on base, the facility manager will sign, if it will take place off base, an email will need to be attached stating that the private org has permission from the owner of that location (City of Spokane, Walmart, etc.)</p> <p><b>B. Housing Office:</b> If your fundraiser is taking place in base housing, a signature or email from Balfour Beatty is required in lieu of a building custodian.</p> <p><b>C. Security Forces:</b> Any fundraiser which requires civilians who do not have access to the base to obtain base access, must be coordinated with security forces in order to ensure that civilians can get base access.</p> <p><b>D. Public Health:</b> Any fundraiser which include food preparation must be coordinated through Public Health.</p> <p><b>E. AAFES:</b> Any fundraiser of sale items which may potentially compete with AAFES must be routed through AAFES and permission must be gained by the private org to sell similar items.</p> <p><b>2. Once you have routed this fundraiser request through the above offices (as needed), this request should be routed to 92 FSS/FSR. 92 FSS/FSR will route the form to 92 ARW/JA and the Approving Official, and will notify you when the fundraiser has been approved. They will also contact you if there are any questions or concerns.</b></p>					
Office	A. Bldg Custodian	B. Housing Office	C. Security Forces (if needed)	E. Public Health (if needed)	F. AAFES (if needed)
Initials/Date					
92 ARW/JA Recommendation: Approve <input type="checkbox"/> Disapprove <input type="checkbox"/> Remarks:					
Signature: _____					
Name, Grade: _____					
Review Date: _____					
From: Approving Official To: Requester					
Your request to conduct a fundraiser and/or use the above facility at the times and dates indicated is:					
Approved <input type="checkbox"/> Disapproved <input type="checkbox"/>					
Remarks:					
Signature: _____					

(CONTINUED ON PAGE 2)

2 FUNDRAISER REQUEST FORM (REVERSE SIDE)			
NAME OF FUNDRAISER COORDINATOR	DAYTIME PHONE NUMBER	Private Org./Unofficial Activity	Title of Event
EVENT DESCRIPTION:			
- Give a detailed description of the event:			
-			
- Will any government or facilities be used? If yes explain.			
-			
- Will any gifts/prizes be used? If yes please explain.			
-			
- How will you determine the winner of gifts/prizes?			
-			
- How will the event be advertised?			
-			
- Who is paying for gifts/prizes? -			
-			
- Will any safety measures will be in place?			
-			



# Fundraiser Request Form Part 3



3 FUNDRAISER REQUEST FORM (CONTINUED)

NAME OF FUNDRAISER COORDINATOR	DAYSIDE PHONE NUMBER	Private org./unit/AF activity	Title of Event

I hereby certify that I have reviewed AF 34-223 and AF 36-3101, and I will obey the following rules:

- Appearance and Disclaimer:** I understand that actions must be taken in order to prevent the appearance of an official sanction or support by the DOD. This includes not using any official DoD or Air Force letterhead. Furthermore, the following disclaimer must be prominently displayed on all print and electronic media mentioning the private organization's name, confirming that the private organization is not a 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."** (ref. AF 34-223, paragraphs 10.1-10.1.2.3)  
Initials:
- Use of Government E-mail:** I understand that AF 33-119, Air Force Messaging, governs the use of government email. Paragraph 3.9.2.1 states: "In accordance with the DOD 5500.7-R, Joint Ethics Regulation (JER), August 30, 1993, Commanders may authorize, on a limited basis, the use of Air Force E-mail to non-Federal employees as logistical support of an event sponsored by a non-Federal entity, except for fundraising and membership drive events, when the Commander determines all of the following..." therefore, the use of government e-mail to publicize this fundraiser is prohibited.  
Initials:
- Advertisement:** I understand that I cannot advertise this fundraiser until the fundraiser request is approved by the F2 ARA/ACC or designee.  
Initials:
- Inspections:** I understand that all fundraising events are subject to no-notice inspection of a  compliance with the applicable regulations.  
Initials:
- Alcohol:** I understand that fundraisers will not involve the sale of alcoholic beverages. (ref. AF 34-223, paragraph 10.1G)  
Initials:
- Raffles:** I understand that fundraising raffles will not be conducted. This is in accordance with AF 34-223, paragraph 10.16 and Federal, State, and Local Laws, including Washington State Law.  
Initials:
- Fundraising:** I understand that a Private Organization may conduct up to two fundraisers per calendar quarter.  
Initials:
- Uniforms:** I understand that fundraisers may not be conducted by military members in their official capacity. Therefore, private organization members will not wear uniforms while participating in the fundraiser without the F2 ARA/ACC or designee's advanced approval. (ref. AF 36-3101, paragraph 19)  
Initials:

SIGNATURE OF COORDINATOR:  Date:



# Fundraising/ Temp Food Application



- **IAW AFMAN 48-147, Tri-Service Food Code and DAFI 48-116, Food Protection Program, a temporary food applications is required for any fundraiser food events.**
- **Public Health POC: A1C Parris Frasier 247-4827 & 247-5771**



# Private Organization Guidelines



- 
- **Seriously, NO!**
    - **Gambling, Games of Chance**
    - **Raffles (must comply with Federal, State and Local Laws )**



# Private Organization Guidelines



- **ALL correspondence from POs must include the following statement:**

**“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.”**

- **POs receive no support from the government. They provide for their financial needs and furnish their own equipment, supplies, and other materials.**
- **Use of government equipment (i.e. copiers, printers, computers) are off-limits**
- **Use of government email is extremely limited to Public Affairs notifying members of an event of possible interest but not a fundraiser strictly benefiting the PO. All other email is strictly off-limits except for sharing of PO information directly between members and between POs and the PO Monitor.**



# PO Tax Exempt Info



- It is the responsibility of the Private Organization to obtain proper tax-exempt information and forms through the regional Internal Revenue Service (IRS) office and the state taxing authority.





# Before you leave...



- **Before you leave, ensure you've done a Folder Review**
- **Any missing paperwork will be required NLT 8 FEB 2024:**
  - **POC List**
  - **Financial worksheets**
  - **Insurance Waiver Request / Insurance**
  - **Member Liability**
  - **Last two Meeting Minutes**
  - **Constitution and Bylaws & Review Request**
- **POs that fail to submit the required paperwork by the proper time will be suspended or dissolved**



# Private Organization Resources



- **AFI 34-223, *Private Organizations (PO) Program***
- **AFI 36-3101, *Fundraising***
- **Private Organization Guide & templates located on [www.fairchildfun.com](http://www.fairchildfun.com)**
- **Private Organization Monitor:**

**Ms. Lindsey Pena**

**509-247-2545**

**SSgt Samantha Tibbs**

**509-247-2546**

**Ms. Yvonne Kriger**

**509-247-4641**

- **Send all PO related documents/questions to:**

**[92fss.fsr@us.af.mil](mailto:92fss.fsr@us.af.mil)**

# ***92d Air Refueling Wing***

---



**Questions?**

---