

## PRIVATE ORGANIZATIONS

Private Organizations (POs) are governed by **AFI 34-223, Private Organization Program, IC99-1 to AFI 34-223, HFI 34-202, Hurlburt Field Fundraising Policy, and USAF Services Private Organization Guide.**

POs are defined in AFI 34-223 as “self-sustaining special interest groups, set up by people **acting outside the scope of any official position** they may have in the federal government.” POs operate on Air Force installations with the written consent of the installation commander.

Unofficial activities/organizations must become a PO if current monthly assets (which include cash, inventories, receivables, and investments) exceed a monthly average of \$1,000 over a 3-month period.

- Unofficial activities/organizations who meet the criteria to become a PO but do not wish to do so must discontinue on-base operations or reduce its current assets
- Examples: unit coffee funds, flower funds, and other small operations

Private Organizations must:

- Be self-sustaining.
- Plan and adequately control the monetary aspects of their goals and objectives.
- Use budgets and financial statements as financial management tools.
- Have liability insurance unless the installation commander waives the requirement.
- Consider bonding its treasurer.
- Furnish their own equipment, supplies and other materials.
- Undergo audits and financial reviews if:
  - Gross annual revenues are \$250,000 or more – must pay CPAs to perform annual audits
  - Gross annual revenues are \$100,000 to \$249,999 – must pay accountants (CPA not required) to perform annual financial reviews
  - If gross annual revenues are between \$5,000 to \$99,999, they are normally not required to conduct an independent audit or financial review. However, they must provide an annual financial statement to Resource Management.
- Reimburse for services when a facility or space in a facility is used on other than an occasional basis.
- Comply with federal, state, and local laws.

Private Organizations may not:

- Engage in activities that duplicate or compete with AAFES or Services
- Sell alcoholic beverages
- Engage in frequent or continuous resale activities or operate amusement or slot machines
- Solicit funds for their organization on base
- Conduct games of chance or lotteries

Private Organization fundraisers:

- Limited to two ON-BASE fundraisers per quarter, unless participating in a Services sponsored event where the PO signs an agreement with Services
- All ON-BASE fundraisers must be approved by the installation commander prior to taking place
- Proceeds must directly benefit DoD personnel or their family members
- Personnel may participate in PO fundraising only in a purely personal, unofficial, volunteer capacity at authorized locations and in ways that do not imply official endorsement

POC for Private Organizations is the 1st Special Operations Force Support Squadron Resource Management Office:

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