

## Private Organization and Unofficial Activities Overview

Important References: **AFI 34-223, Private Organizations Program and AFI 36-3101, Fundraising**

Private Organizations (PO's) are defined in AFI 34-223 as "self-sustaining special interest groups, set up by individuals **acting exclusively outside the scope of any official capacity** as members of the Air Force or Federal Government, to include civilians, contractors, Air Reserve and Air National Guard members. They operate on Air Force installations with the written consent of the installation commander".

Unofficial Activities (UA's) must become a PO if current monthly assets (which include cash, receivables and investments) exceed a monthly average of \$1,000 over a 3-month period.

- UA's/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

### PO's 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
- 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
- Comply with federal, state, and local laws

### PO's are prohibited from:

- Engaging in activities that duplicate or compete with AAFES or the Force Support Squadron (FSS)
- Selling alcoholic beverages
- Engaging in frequent or continuous resale activities or operate amusement or slot machines
- Soliciting funds for their organization on-base
- Conducting games of chance, lotteries, raffles or other gambling type activities other than those permitted by AFI 34-223. UA's cannot conduct raffles at any time
- Engaging in any conduct which has the effect of advertising for, making referrals to, or encouraging use of any commercial business concerns

### Fundraisers:

- Limited to three fundraisers per quarter whether on or off-base, unless participating in an FSS sponsored event where the PO signs an agreement with FSS
- **All orgs must be established and up to date with required document submission**
- UA's are limited to fundraising on-base. No off-base fundraising or solicitation is allowed
- Flyers must not include any official information (rank, DSN, letterhead, military email) and must include the following PO disclaimer: "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"
- ALL fundraisers and flyers must be approved by the installation commander **prior** to advertising the event
- 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 endorsements

### Soliciting Donations:

- Soliciting donations on-base is prohibited.
- Solicitation/Donation Letters must be submitted to the NAF AO for approval (templates can be provided)
- UA's cannot solicit donations or gifts of any kind on/off base
- Do your best to ensure that there is no perception that any branch of the military, DOD, or the base is asking for donations

**\*\*THE NAF AO REQUIRES A MINIMUM OF 3-4 WEEKS FOR FUNDRAISER/SOLICITATION APPROVALS\*\***

(Please allow yourself time to obtain signatures from Public Health, Safety or the hosting facility)

Fundraiser/Solicitation Requests should be submitted to: [1SOFSS.NAF.AO.ORG@us.af.mil](mailto:1SOFSS.NAF.AO.ORG@us.af.mil)

### Taxes:

- All orgs are subject to the same taxes/laws as civilian activities; although some may qualify for tax-exempt status. No one is automatically exempt and must submit an application to the IRS to apply
- It is the responsibility of the PO/UA to obtain the information and forms through the IRS and maintain both status and document requirement. The PO coordinator does not submit tax info for you and does not have access to tax info/tax ID
- The PO is required to provide copies of all tax exemption and tax returns to the NAF AO for the PO file

### **Submission Deadlines for Registered PO's (Based on a Calendar Year)**

Quarterly Submissions for Jan-Mar, Apr-Jun, Jul-Sep and Oct-Dec:

- Meeting Minutes
  - Financial Statements
- Both are due NLT 10 days after each quarter ends (10 Apr, 10 Jul, 10 Oct and 10 Jan)

Annual Submissions:

- Annual Report/Proposed Budget  
Due NLT 20 Jan each year
- Tax returns, if applicable

Two Year Submissions:

- Constitution and Bylaws must be reviewed, signed and resubmitted to the NAF AO every two years

**\*\*New list of Officer's/POC's must be submitted to the NAF AO anytime there is a change\*\***

The NAF AO can provide templates for all of the above documents. All documents and guidance can also be found at:

<https://www.myhurlburt.com/pages/Private-Orgs.html>

### **Important Phone Numbers**

NAF AO PO Coordinator: Ms. Sharon (Cam) Lindemann, 884-6863

Internal Revenue Service (IRS) 877-829-5500

Legal Office, 884-7821

Marketing, 884-6939

Outdoor Maintenance, 884-6274/cell 598-4158

Outdoor Recreation, 884-6939

Public Health, 881-4756

Safety, 884-5243

Security Forces, 884-1777