#### 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 <u>outside</u> 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 <u>are not</u> 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 <u>NLT 8 FEB 2024</u>



# 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 <u>Fairchildfun.com</u>
    - 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

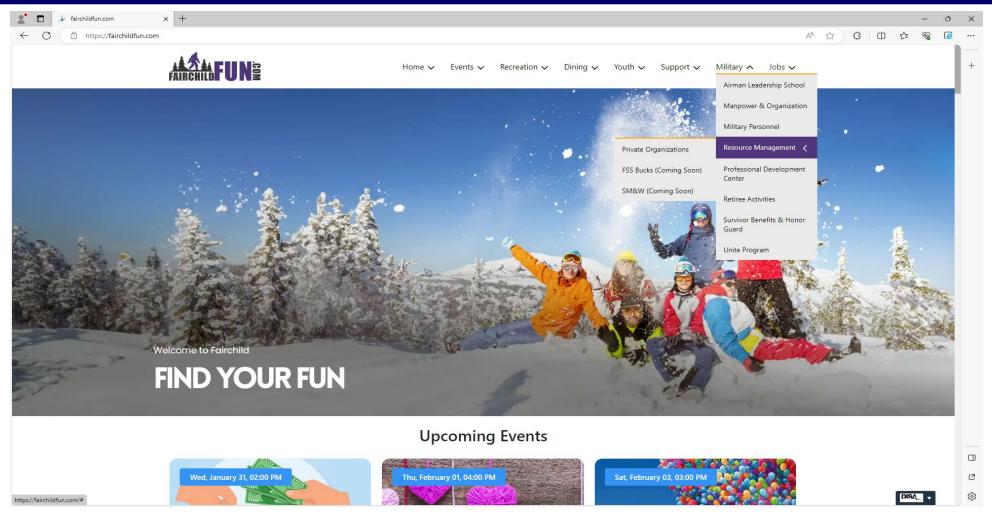


- Must be updated when there is a change in the purpose, function, or membership eligibility
- The organization's request for certification must be resubmitted for review and approval every two years or when there is a change in the purpose, function, or membership eligibility of the Private Organization, 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)







# 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**



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- Will any gifts/prizes be used? If yes pi	lease explain.		
- How will you determine the winner of	giffs/prizes?		
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- How will the event be advertised?			
- Who is paying for gifts/prizes? -			
- Will any safety measures will be in pla	sce?		



### **Fundraiser Request Form Part 3**



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6. Raffles: I understand that fundraising raffles will	I not be conducted.	This is in acco	ordance with AR 3	4-223, paragraph 10.16 and
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7. Fundraking: Lunderstand that a Private Organ	nization may conduct	up to two tu	indratiers per caler	ndar quarter.
8. Uniform: I understand that fundraises may not	be conducted by mi	litary memb	ers in their official o	apacity. Therefore, private
organization members will not wear uniforms while				
approval, (ref. AR 36-3101, paragraph 19) Initials:				
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#### 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 <u>responsibility of the Private Organization</u> to obtain proper taxexempt 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 <u>NLT 8 FEB 2024</u>:
  - 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
- 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

### 92d Air Refueling Wing



**Questions?**