

# **Minot AFB Private Organizations & Unofficial Activity Guidelines**

Please make sure to read through AFI 34-223 as well as the Private Organizations Guide.

Private Organization (PO): A group that has submitted all required paperwork to the Private Organizations Coordinator (5 FSS/FSCA) and has received approval from the 5 MSG/CC

Unofficial Activities (UA): Any person or group not registered as a Private Organization or a Professional Organization. Coffee funds are an example of an Unofficial Activity.

Unofficial Activities are required by AFI 34-223 2.2 to become a PO if they exceed a monthly average of \$1,000 over a consecutive three month period. If your group meets this requirement or would like to become a PO, contact the PO Coordinator – 5 FSS/FSCA for the following paperwork which, once submitted, will be routed to 5 MSG/CC for approval: Letter for Approval, Insurance Waiver/Policy, Liability Waiver, Liability Roster, Officer Roster, and Constitution/ Bylaws

## **Fundraisers:**

\*The following applies to both Private Organizations and Unofficial Activities and all groups must comply with AFI 34-223.

Private Orgs/Unofficial Activities are allowed two fundraisers per quarter and all fundraiser requests must be submitted to the Private Organizations Coordinator. Please keep in mind it takes three weeks to process a fundraiser request and you may not advertise your fundraiser until it has been approved. Try to submit your fundraiser requests five weeks before the date you would like to hold your fundraiser. That way, you will have two weeks to advertise.

PO/UA members may not be in uniform or on duty while conducting fundraisers. Official CFC or AFAF fundraisers are not routed through the PO Coordinator and members are allowed to be in uniform while fundraising.

Fundraisers may not be held in any work areas. Breakrooms, hallways, and entrances are permitted with facility manager approval.

If your fundraiser includes homemade food for sale, you will need to get a food handler's certificate from Public Health and submit that with your fundraiser request. If your PO/UA is requesting donations for homemade food, a food handler's certificate is not required.

POs/UAs are not allowed to use government email to advertise for fundraisers.

If you will be using flyers to advertise your fundraiser, you will need to submit the flyer with your fundraiser request. Flyers may not include government email addresses, phone numbers, or rank and you will also need to include the following disclaimer on any advertising materials (signs, flyers, etc):

"This is an unofficial activity. It is not part of the Department of Defense or any of its components, and it has no government status. It has been approved by 5 FSS."

If your PO is soliciting off base, a solicitation letter must be submitted to the PO Coordinator with a fundraiser request and will be routed for approval. Solicitation requests are considered a fundraiser, but may be combined with a fundraiser (like a bake sale) for the same purpose.

Fundraisers may be held during CFC and a donation to CFC is not required.

PO paperwork must be up to date in order to submit a fundraiser request. Once paperwork has been submitted to the PO Coordinator, the PO may begin submitting fundraiser requests again.

## **Fundraiser Raffles:**

If you would like to hold a raffle you will need to fill out the raffle permit and mail it to the appropriate address for Ward County or the City of Minot for their signature. Where you apply for the permit is dependent on where the pulling of the winning ticket is being held. If on base, it will be Ward County. Once you have a signed permit you will need to submit that to the PO Coordinator with your fundraiser request.

Ward County: <http://www.co.ward.nd.us/284/Raffle-Information>

City of Minot: <http://www.minotnd.org/225/Gaming-Permits>

Unofficial Activities may not conduct raffles, games of chance (drawings), or lotteries under any circumstances.

**Reapproval:**

All POs must be reapproved every two years and each PO is responsible for submitting their reapproval paperwork by the due date to the PO Coordinator. Reapproval due date is determined by the date your PO was last reapproved. Paperwork for reapproval includes the following documents:

Letter for Reapproval, Insurance Waiver/Policy, Liability Waiver, Liability Roster, Officer Roster, and Constitution/ Bylaws. If no changes have been made to your constitution/bylaws, submit a memorandum stating this.

PO Coordinator will attempt to notify PO of outdated reapproval twice before a final Out of Compliance memo will be sent to the PO. If no response is received by the due date set in the letter, a recommendation to dissolve the PO will be submitted to the 5 MSG/CC.

**Dissolution of a Private Organization:**

If your PO votes to dissolve, a memorandum stating the intent to dissolve the PO and a time-phased action plan to do so must be submitted to the PO Coordinator for routing to the 5 FSS/CC for approval. Funds must be used to satisfy any outstanding debts, liabilities, or obligations. The disposal of the residual balance may be decided by the PO membership.

**Liability:**

PO members must be made aware that they are jointly and severally liable for the obligations of the PO, and their understanding of the liability must be documented in the Liability Waiver Roster. The absence of liability insurance places their personal assets immediately at risk in the event of PO liability.

**PO Name Change:**

If your PO would like to change your PO's name, submit a memorandum with explanation and an updated constitution/bylaws to the PO Coordinator.

**Other:**

Private Orgs may not use government email or property in general for PO business. However, it is always ok for you to email the PO Coordinator on government email and vice versa.

POs may not serve or sell alcohol.

If your PO has a tax exempt status please provide a copy to the Private Organizations Coordinator (5 FSS/FSCA). If your PO would like to receive tax exempt status you must go through the regional IRS office.

**Paperwork:**

All Paperwork (including fundraisers) are due to the Private Organizations Coordinator:

Email Address: **5FSS.FSCA.MinotOrgCoord@us.af.mil**

**Documents Due Monthly (If a meeting is held):**

Meeting Minutes

**Documents Due Yearly:**

Insurance Waiver

Liability Waiver and Roster

-Roster must include board member names and signatures at a minimum

Officer Roster

-Due whenever a board position changes

Financial Statement

-Due in January

**Documents Due Every Two Years:**

Letter for Reapproval

Constitution and Bylaws

-If no changes have been made, submit a memorandum stating this to the PO Coordinator