

Headquarters U.S. Space Force

Private Organizations Training

By:

SBD1/JA





TODAY'S ROADMAP

- **Governing Rules**
- **Introduction to Private Org**
- **Introduction to For Us By Us Activity (FUBU)**
- **Operating a Private Org on the installation**
- **Dissolving a Private Org**



GOVERNING RULES

AFI 34-223, Private Organizations (PO) Program

AFI 36-3101, Fundraising Within the Air Force

DoD 5500.07-R Joint Ethics Regulation, Personal and professional participation in POs

DoDI 1000.15, Procedures and support for non-federal entities authorized to operate on DoD Installations



The degree of clarity of
which a televised image
broadcast signal is received

def·i·ni·tion n. 1.
The teacher gave definitions
of the new words.
of an image (picture)





WHAT IS A PRIVATE ORGANIZATION?

What is a Private Organization (PO)?

- POs are one type of non-federal entity. They are set up by **people acting exclusively outside the scope of any official capacity** as officers, employees, or agents of the Federal Government.

- **Basically: not owned or operated by the federal government but often made up of federal government employees.**



WHAT IS A FOR US BY US ACTIVITY?

What is a For Us By Us Activity (FUBU)?

- **Federal employees acting *within their official capacity* to fundraise among their own members, for the benefit of their own members or dependents.**
 - **Ex. farewells, unit holiday parties, helping with personal misfortune etc.**
 - **Private Orgs are NOT For Us, By Us entities**
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Operating a Private Org

- **Private Orgs must have:**
 - **Constitution and Bylaws**
 - **Must have CERTIFICATION that PO members were notified and understand their personal liability**
 - **Insurance or Insurance waiver signed by all members'**
 - **Budget and financial statement**



Operating a Private Org

- **Insurance Waiver**
 - **Must be renewed annually**
 - **Legal Review with Constitution and By-Laws**



Operating a Private Org

- Meeting minutes quarterly
- Point of contact list annually or every board turnover
- A valid Tax ID or Tax Exempt Number
 - (Confirm with IRS periodically)
- Attend annual JA and 50 FSS training



PRIVATE ORG DO's and DON'Ts

**Operating on-installation or
off-installation?**



PRIVATE ORG DO's

When **on-base**, PO can:

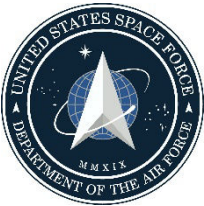
- **Host fundraisers**
- **Maintain any amount of funds (conditions apply)**
- **Raise funds outside their unit (but away from “workplace”)**



PRIVATE ORG DO's

POs with certain levels of gross annual revenue must undergo audits and financial reviews at PO's own expense (section 10.7)

- **\$5,000 - \$100,000 (no audit, but yearly statement)**
- **\$100,000 - \$250,000 (Accountant – CPA not needed)**
- **\$250,000 or more (CPA must perform audit)**



PRIVATE ORG DO's

- **Must display disclaimer on all print and electronic media (AFI 34-223, para. 10.1.2.3):**

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.



PRIVATE ORG DON'Ts

When on base, PO cannot:

- **Fundraise in uniform**
 - **Fundraise in the 'workplace' (desk-desk)**
 - **Solicit from anyone at anytime on installation**
 - **Use AF email or channels to advertise events**
 - **Host more than three fundraisers per calendar quarter**
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PRIVATE ORG DON'Ts

POs must not duplicate or compete with AAFES or Service NAFIs





PRIVATE ORG DON'Ts

- **PO may not sell or serve alcoholic beverages on base (AFI 34-223 Section 10.14)**

- **PO will not operate amusement machines, slot machines, or any other games of chance (except as provided for in AFI 34-223, 10.20)**



PRIVATE ORG DON'Ts

When **off base**, POs **cannot**:

- **Wear uniform of official military attire during fundraisers**
- **Cannot use posters without the disclaimer**
- **Violate the laws of the state in which they operate**



For Us By Us (FUBU)

Unlike Private Orgs, FUBUs can:

- **Be organized by the unit level command**
 - **Have their fundraising efforts be advertised and supported by the command**
 - **Advertise events to the unit using official channels, such as work email**
 - **Do all the above while on duty, if the mission allows**
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For Us By Us (FUBU)

When on-base, FUBUs can:

- **Fundraise within their unit (primarily)**
 - **Request money from unit members only (<\$10)**
 - **Solicit money in the 'workplace'**
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For Us By Us (FUBU)

When off-base, FUBU's can:

- **DO NOTHING!** FUBUs are considered 'federal entities' and therefore not permitted to conduct fundraisers off the installation or solicit gift from outside sources.



PO v. FUBU

PO:

- 1. Servicemembers +**
- 2. Members acting in personal capacity**
- 3. Cannot fundraise in uniform**
- 4. Cannot fundraise in workplace**
- 5. Cannot solicit on base**

FUBU:

- 1. Servicemembers +**
- 2. Members acting in official capacity**
- 3. Can fundraise in uniform**
- 4. Can fundraise in workplace but largely limited to unit members**
- 5. Can solicit from unit members**



PO v. FUBU

Private Org:

- 6. Cannot use official channels to advertise
- 7. Can raise and hold any amount
- 8. Can fundraise off base

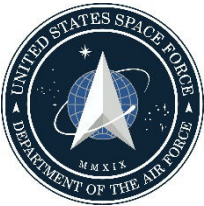
FUBU:

- 6. Can use official channels but only to unit members
- 7. Cannot hold > \$1000
- 8. Cannot fundraise off base



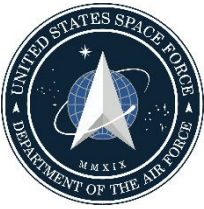
UNOFFICIAL UNIT-AFFILIATED ACTIVITIES

- **Examples: water funds, coffee funds, sunshine funds**
 - **Not PO UNLESS**
 - **Current assets exceed monthly average of \$1,000 over a three month period (do not count on-hand inventory in current asset calculation)**
 - **If activities exceed asset limit of \$1,000 then must become recognized as PO, discontinue operations, or reduce current asset level to below \$1,000**
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UNOFFICIAL UNIT-AFFILIATED ACTIVITIES

- **Exception to asset limit:**
 - **UUA can temporarily exceed asset limit for a time period no longer than six months if substantial majority (more than 75%) of assets will be expended on upcoming large event**
 - **E.g. holiday party, military ball, etc**
 - **Average monthly limit of \$1,000 can be increased by \$100 for every 50 unit members over 300 members – maximum of \$5,000 monthly average**



UNOFFICIAL UNIT-AFFILIATED ACTIVITIES - ACCOUNTING

- **UUAs not required to implement financial management tools**
- **UUAs, at a minimum, must implement financial controls**
 - **Maintain a two person accountability system for all cash transactions**
 - **Submit a basic annual financial report to the unit commander detailing income and expenditures throughout the year**



AF ASSISTANCE FUND AND COMBINED FEDERAL CAMPAIGN

- **No fundraising during the CFC and AFAF**

Exception: Fundraising for Unit Holiday Party



DISSOLVING A PRIVATE ORGANIZATION

GOING OUT OF BUSINESS!

EVERYTHING MUST GO!



DISSOLVING A PO

- **Must use funds to satisfy outstanding debts, liabilities, or obligations (Section 12)**
 - **Dispose of the residual balance as decided by the PO membership**
 - **Notify FSS of intent to dissolve PO and prepare time-phased action plan to do so**
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DISSOLVING A PO

- **If becoming a FUBU, then must adhere to all FUBU rules (max \$1000 funds, cannot fundraise off base).**

- **Failure to comply means the FUBU will have to return to Private Org status.**



OVERVIEW

- **Governing Rules**
 - **What is a Private Organization**
 - **PO Dos and Donts**
 - **Fundraising**
 - **For Us By Us (FUBU) Activities**
 - **Combined Federal Campaign and AF Assistance Fund**
 - **Dissolution of a Private Organization**
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ANY
QUESTIONS
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