

Private Organizations and Fundraising Facts and FAQs

What is a Private Organization?

A Private Organization (PO) is a self-sustaining special interest group including, but not limited to, groups of educational, community, fraternal, benevolent, youth, or sports in nature, set up by people acting exclusively outside the scope of any official capacity as officers, employees, or agents of the Federal Government. POs are not Federal entities and are not to be treated as such. They are not NAF Instrumentalities (NAFIs) or entitled to the sovereign immunities and privileges given to the NAFIs or the Federal Government. They operate on military installations with the written consent of the Installation Commander.

Note: Unofficial activities/organizations are small groups of individuals, which are not required to be formally established as POs because their current assets (including cash, investments, inventory, and receivables) do not exceed a monthly average of \$1,000 over a 3-month period. Examples of unofficial activities/organizations are unit coffee funds, flower funds, sunshine funds, and other small non-resale operations.

Unofficial activities/organizations can still host fundraisers-being that they still comply with all the rules of hosting a fundraiser as they would if they were an official PO. The information needed would then just be the POC for the unofficial activity/organization and the details of the fundraiser itself. You would still be using the forms to send to the POC for requesting a fundraiser as if they were official.

When an unofficial activity/organization's current monthly assets (which include cash, inventories, receivables, and investments) exceed a monthly average of \$1,000 over a 3-month period, the activity/organization MUST become a PO, discontinue on-base operations, or reduce its current assets.

AFI 34-223, *Private Organization Program*, is the governing policy for establishing POs and contains guidance on their operation. Compliance with this AFI is mandatory.

How do we become an established PO at Hanscom AFB?

In order to establish your activity/organization as a PO, you'll need to submit a Staff Summary Sheet as well as documentation for your request to become a PO. If you have any questions, please contact call (781) 225-1373.

Can my organization hold a fundraiser?

Sure! A Staff Summary Sheet and documentation for a fundraiser request must be submitted at least 3-4 weeks prior to the fundraiser date(s). The NAF Accounting Office has the forms needed, please e-mail 66.FSS.FSR.CMB@us.af.mil to receive them. If you have any questions, please call (781) 225-1373.

What are the operating requirements for my organization?

In order to operate as an official Private Organization, you'll need to submit documentation including a Constitution, Bylaws, Insurance (or a waiver), and Financial Statements. The Constitution and Bylaws must be updated every two (2) years, the Insurance (or waiver) annually, and Financial Statements annually. Please see the Private Organization Guide for more specific information that would be pertinent to your organization's needs.

Does my activity/organization need insurance for operation?

If your activity/organization's daily operations is such that there is a need for insurance, yes. If your activity/organization's daily operations are not such to where insurance is required, you **MUST** obtain an insurance waiver. You will need a Staff Summary Sheet as well as documentation stating that a waiver for insurance is requested. You can find these forms on the website. If you have any questions, please call 225-1373.

Dos and Don'ts

1. To prevent the appearance of an official sanction or support by the DoD, a PO will not utilize the following in its title or letterhead:
 - a. The name or seal of the Department of Defense or the acronym "DoD"
 - b. The name, abbreviation, or seal of any DoD component or instrumentality
 - c. The name (material parts of a name) of any Air Force NAFI, e.g. Morale Welfare, and Recreation (MWR) Fund or Lodging Fund
 - d. The seal, insignia, or other identifying device of an Air Force installation. PO names will not include the specific DoD designation such as "AFB," "Field," or unit designation.
 - e. Any other name, abbreviation, seal, logo, insignia, or the like, used by DoD or any DoD component, its programs, locations, or activities
2. On all print and electronic media mentioning the PO's name, the following disclaimer must be prominently displayed confirming that the PO is not a part of the DoD: "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." This disclaimer must also be provided in verbal communication and public announcements.

For more information on Private Organizations and Fundraising at Hanscom AFB, please see the AF Private Organization Guide or the Private Organization PowerPoint presentation.

AFI 34-223, Private Organizations (PO) Program

AFI 36-3101, Fundraising within the Air Force