

A Quick Guide to POs and Unofficial Activities

	Private Organizations	Unofficial Activities	
		Within Unit For Us, By Us	Outside of Unit
Approval Authority to Operate	325 MSG/CC ⁱ	Unit CC	Unit CC
Fundraiser Approval Authority	325 MSG/CC ⁱⁱ	Unit CC ⁱⁱⁱ	325 MSG/CC
Fundraise on Duty Time?	No ^{iv}	Yes but limited ^v	No
Fundraise in Uniform?	No	Yes, but limited ^{vi}	No
Announce a Fundraiser by Official Email?	Limited ^{vii}	Limited ^{viii}	Limited ^{vii}
Fundraise On-Base?	Limit 3 per quarter with approval ^{ix}	No cap	3 per quarter with approval
Fundraise Off-Base?		Not allowed ^x	
Cap on Funds?	No	\$1,000 ^{xi}	
Solicit Gifts from Outside Sources?	Yes, in exclusively personal, unofficial capacity ^{xii}	Not allowed to solicit, but may accept gifts ^{xiii}	
Provide Financial Documents?	To 325 FSS during annual review in January	To the Unit CC annually ^{xv} To 325 FSS with fundraiser request	
Conduct Raffles?	Yes, but <u>ONLY</u> in accordance with both Florida Statute 849.0935 and AFI 34-223.	Not allowed ^{xvi}	

ⁱ AFI 34-223, *Private Organizations Program*, para. 10 gives the Installation Commander approval authority to allow Private Organizations to operate on the installation. The Installation Commander has delegated this to the 325 Mission Support Group Commander, who further delegated this to the MSG Deputy Director.

ⁱⁱ AFI 34-223, para. 10.10 gives the Installation Commander approval authority to allow Private Organizations to fundraise on the installation. The Installation Commander has delegated this to the 325 Mission Support Group Commander.

ⁱⁱⁱ AFI 34-223, para. 10.10.1 states "Unit commanders may approve unit unofficial activity fundraisers on the installation within the unit, and only for the unit's personnel. Fundraising outside the unit requires Installation Commander or designee approval."

^{iv} AFI 34-223, para. 1.3.2: "Service members may not perform activities for Private Organizations while in an official duty status."

^v AFI 34-223, para. 9.1 authorizes Unit Commanders to allow unit personnel to support fundraising efforts while on duty -- but warns them not to let those efforts interfere with the mission.

^{vi} AFI 36-3101, *Fundraising*, para. 5.3.4.7 states: "Because unit commanders may support and endorse 'for us, by us' fundraising events, they may allow military unit members to set up, execute and clean up from such events during the duty day and while in uniform."

vii AFI 34-223, para. 11.1.3 Official communication systems should not be used to advertise Private Organization fundraiser (and membership) events unless the primary purpose of the communication is for other than support of the Private Organization's efforts, but rather to notify unit Airmen of a local event of possible interest (e.g., lunchtime sale of food in a public area adjacent to the unit's geographic footprint).

viii AFI 34-223, para. 9.1: "... commanders may advertise and support their fundraising efforts through the use of official communication systems (to unit members)"

ix AFI 34-223, para. 10.10.2 states: "Occasional fundraising is defined as not more than three per calendar quarter."

x AFI 34-223, para. 10.11 states: "Fundraisers conducted by unit unofficial activities off the installation are not appropriate."

xi AFI 34-223, para. 2.2 limits UAs to a monthly average of \$1,000 over a three-month period. This cap is raised by \$100 for every 50 unit members over 300, and the cap can be exceeded for up to six months if the funds will be used for a large unit event like a holiday party. UAs must stay within limits, or they will be required to become a PO to exceed.

xii AFI 34-223, para. 10.19.1.3 states: "Private Organizations and unit unofficial activities may accept gifts and donations from outside sources... Private Organizations will not solicit direct monetary gifts or donations on base." Must be in exclusively personal, unofficial capacity. Legal review is recommended.

xiii AFI 34-223, para. 10.19.1.3 states: "Unit unofficial activities will not solicit gifts."

xiv AFI 34-223, para. 10.7.3 Private Organizations must provide an annual financial statement to Force Support.

xv AFI 34-223, para. 2.2.3 requires UAs to maintain two-person accountability over funds and submit a basic annual financial report to their Unit CC.

xvi AFI 34-223, para. 10.20: "Unit unofficial activities are not authorized to conduct raffles."

AFI 36-3101, para 5.3.4.8 states: "Unit commanders should weigh the monetary and fundraising pros and cons of converting their unofficial activities/social funds into Private Organizations. At times, the sheer amount of monies collected may dictate such a transition per Air Force Instruction 34-223. At other times, it is a tactical decision. Unit unofficial activities/social funds can be officially supported and endorsed (including through the use of on-duty personnel and official communications systems), but must confine their activities to the "for us, by us", unit marketplace for raising funds. Private Organizations, on the other hand, cannot be officially supported and endorsed, but have much more discretion to engage in broader fundraising both on and off base."