

Fundraiser FAQs

Hopefully this information will help you plan a fundraiser that is within the bounds of the law! If you have any further questions, please call the legal office at 782-4283 or Ms Kim, Mi Chin, 782-5196.

I want to organize a fundraiser. How do I start that process? How far in advance do I have to make that request?

Our office has made the process to request approval for a fundraiser simple and painless. To request a fundraiser, you need to know as many details about your fundraiser as possible: **when, where (need more details and need coordinate with the location manager), what (please fill out detail explanation about what event you will do), how much, who will it benefit, etc.** You can request an electronic request form from a Private Organization Share Point Website as below.

<https://usaf.dps.mil/sites/kunsan/BaseOrgs/PrivateOrgs/SitePages/Home.aspx>

Complete the form with supporting documents (agency's approved information, flyers, signed copy of an insurance waiver, etc.) and submit it to Ms. Kim for routing. **You should request approval at least 20 days before the start date of the fundraiser.** You may need to coordinate with the Chapel, BX, public health, FOD Airfield Manager, Building Manager, For other agencies depending on your request (it should be provide of an email track information or MFR for their POC coordination and approval). Keep in mind that your organization can only carry out **THREE** fundraisers per quarter.

How can I advertise for my fundraiser?

There are several ways for you advertise for your fundraiser **excluding government email**, which is prohibited. Here are some ways for you to advertise:

- Gather personal emails and send information to those addresses
- Contact the base marketing department and utilize them (AFN, Facebook)
- Get your information in the weekly bulletin-contact PA
- Commander's calls
- Other PO/Organization meetings
- Spread the word by word of mouth

How can I get volunteers for my fundraiser?

The best way to get volunteers for a fundraiser is by word of mouth. Talk to people in your squadrons and make announcements during Commander's Calls and other organizational meetings.

If we have a function and just ask for donations, is that still considered a fundraiser?

Per AFI 36-310 a solicitation is a request for money. POs and unofficial activities/organizations may accept gifts and donations but cannot solicit them. If you are just leaving a jar out in a hooch with an organization's name on it, that is not a solicitation; however, as soon as you start advertising the jar or telling people to donate, then you are soliciting. Also, if you are giving people something in return for their donation, you are fundraising.

For more publicity, can the Wing CC create an OI that allows the use of solicitation via government email?

The Installation Commander is the approval authority for establishment of Private Organizations when he/she determines they will make a positive contribution to the quality of life of base personnel. The approval authority has delegated this responsibility to the Mission Support Group Commander (MSG/CC) per the 8 FW Delegation Letter 2021.

Per AFI 34-223, paragraph, 11.1.3, 11.1.3. The use of Government equipment and systems for other than official purposes is extremely limited. Government communication systems (e.g., weekly upcoming events email from the installation Public Affairs Office) may be used to inform Airmen of Private Organization events of possible interest to the unit and its families (e.g., regular meeting of the unit-affiliated spouses' club). 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).

This AFI does not give the Installation Commander the ability to approve the use of Government e-mail, so that is not an option.

Does the AFI explicitly say we cannot use email or just government resources?

Yes it does. Per AFI 34-223, paragraph 11.1.3, "The use of Government equipment and systems for other than official purposes is extremely limited. Government systems (daily bulletin boards and or electronic public folders) may be used to provide notice of unofficial off-installation fundraising campaigns and volunteer requests if approved by the Installation Commander. In no event should official email, mail, computers, copiers, BITS, etc., be used to provide notice of these type of activities."

RAFFLES

To learn more about raffles, read AFI 34-223 paragraphs 10.20.

Does Korean Law Authorize Raffles?

No. Holding a raffle violates Korean laws. Essentially, that means no raffles at Kunsan.

Why do I need to have a disclaimer on my fundraising advertisement?

So that POs are not mistakenly identified as an entity of the DoD, the disclaimer must be on fundraising advertisement. This is explicitly stated in AFI 34-223, paragraph 10.1.2.3. Private Organizations must prominently display the following disclaimer on all print and electronic media mentioning the Private Organization's name confirming that the Private Organization is not part of the Department of Defense: "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."

Why can't I fundraise for an outside organization during the CFC/AFAF?

Private Organization may NOT fundraise for purposes of holiday party. Only Unofficial Activities/social funds may fundraise for holiday party. Please refer to AFI 36-3101, Para 5.3.4. "Private Organizations, even if comprised primarily of service members or their family members, may not engage in "for us, by us" fundraising. (T-1) Such fundraising means that collected funds are in a particularly unique and ad hoc state; they are personal funds temporarily held by Air Force employees acting in their official capacities."

For further information, please see attached modified excerpt from the CFC guideline tailored from the AFAF guideline and AFI 36-3101.

When does my organization need to become a Private Organization (PO) ?

Once your organization has exceeded a monthly average of \$1,000 over a 3-month period, you must become a PO unless you decide to discontinue on-base operations, or reduce your current assets below the \$1,000 threshold. If your cash in bank will exceed \$5,000 then you have to have an annual audit from the Certified Auditor.

How does my organization become a PO?

To become a PO, you need to first read through AFI 34-223 and AFI 36-3101 to make sure you fulfill all of the requirements. Contact Ms. Kim, Mi Chin to begin this process.

The AFI says that my organization has joint and several liability for the PO. What does that mean?

Joint and several liability essentially means that if your PO goes into debt, all the members of the PO are personally liable (their personal assets can be taken) to pay any debts of the PO.

Where can I read more about fundraising and PO rules?

AFI 36-3101 contains basic fundraising rules, particularly those involving the CFC and AFAF. AFI 34-223 contains PO rules and fundraising rules regarding raffles, government e-mails, and media disclaimers.