

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.