

Talking Points PO Training

(updated January 2012)

1. Overview of Private Organization (PO) Program:

- a. The Private Organization program is governed by AFI 34-223, *Private Organization Program*.
- b. Private Organizations are defined as: "... self-sustaining special interest groups, set up by people acting exclusively outside the scope of any official capacity as officers, employees, or agents of the Federal Government. They operate on Air Force installations with the written consent of the installation commander."
- c. The purpose of the program is to ensure PO programs and activities do not conflict with Air Force goals. Air Force Instructions (AFIs) are established to meet this aim by ensuring the following:
 - i. PO activities do not compete with official Air Force activities (e.g., AAFES, Services Nonappropriated Fund Instrumentalities (NAFIs), the Combined Federal Campaign (CFC), and the Air Force Assistance Fund (AFAF), and are self-supporting
 - ii. PO activities do not bring discredit on the Air Force or the Department of Defense (DoD): achieved by policies regulating PO behavior such as nondiscriminatory membership, etc.
 - iii. POs do not present the appearance that the Air Force or DoD are officially sanctioning or supporting their activities.
 1. All print and electronic media should disclose: "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."
 2. PO member must be in off-duty status and in civilian clothes when conducting any PO business (including fundraisers, off-base solicitations, etc.)
 3. Use of official title or position should not be used while conducting PO business (i.e., do not include rank on any correspondence to include, but not limited to, off-base solicitation letters, signature blocks on constitution/bylaws, etc)

4. POs may not use seals, logos, or insignia of the Air Force or any of its components. The installation or organizational unit's name may be used at the discretion and permission of the installation commander.
2. The PO website can be found at <http://www.fairchildfun.com/privateorg.html>
 - a. The website contains templates for constitution/bylaws, insurance waivers, fundraisers, and off-base solicitation requests, etc
 - b. The website contains all Air Force Instructions (AFIs) governing POs as well as the PO Guide
3. Fundraisers: All private organizations may request to hold on-base and off-base fundraisers and to solicit off-base businesses.
 - a. POs are allowed 2 fundraisers per quarter and each request must be submitted using the Request Template for fundraisers found on the website above.
 - b. Completed fundraiser forms should be submitted a minimum of 2 weeks prior to the event.
 - c. Requests for off-base solicitation should be submitted early enough to allow time for approval to be received (minimum 2 weeks) and for the PO to contact local businesses for donations. A sample letter that will be sent to the business(es) and a list of the businesses to be contacted is required. The following templates on the PO website are required for this purpose: Private Organization Request to Solicit for Donations and Off Base Solicitation Request
 - d. Submit completed form(s) to the current PO monitor(s) in the 92 FSS Resource Management office (92FSS/FSR) by email or hand delivery.
 - e. Use of government email system is not authorized to promote fundraisers or other activities conducted by private organizations. Use of FairchildAll is strictly prohibited.
 - f. If approval is not received in time, PO may not conduct fundraiser. Put in request with sufficient lead time and follow up.
4. Private Organization files are maintained by the 92 FSS Resource Management office. These files are reviewed at the close of the POs fiscal year, and an Annual Review will be conducted with the PO by the Resource Manager or designated representative at that time. The following items are kept in the PO file and will be discussed during the review:

a. Constitution/Bylaws

- i. If there has been a change in purpose/ function, or membership eligibility since the last annual review, a revised constitution reflecting these changes should be submitted.
- ii. Constitution/Bylaws must be kept current and are required to be resubmitted for review every 2 years regardless of whether or not the above changes have occurred.
- iii. Constitution/Bylaws must be signed by the president/chairperson of the PO.

b. Financial Statements

- i. Each Private Organization must submit an annual income and expense statement and a balance sheet that accounts for total assets, liabilities and net worth (equity) of the PO's financial condition on a given date. The required template for submitting this information is located on the PO website or can be requested from 92 FSS/FSR.
- ii. Depending on annual income, POs must also undergo audits and financial reviews at the PO's own expense. Type of reviews depends on income, as follows:
 - a) **PO's gross annual income \$250,000 or more:** Certified Public Accountant (CPA) must perform annual audit; *PO must submit proof that audit was conducted;*
 - b) **PO's annual income between \$100,000 and \$249,999.99:** Accountants (CPA not required) must perform annual financial review; *PO must submit Accountant's written verification of the accounting data and other relevant information;*
 - c) **PO's annual income between \$5,000.01 and \$99,999.99:** No independent audit or financial review required, *BUT must submit annual financial statement as outlined in PO guide;*
 - d) **PO's annual income \$5,000 or less:** *Financial review need not be submitted.* Records and documentation **MUST** be kept in case audited; POs may be audited if there are signs of fraud or other improprieties. For the PO file kept by FSS/FSR, provide financial statements.

c. Liability Insurance

- i. Every PO must have either liability insurance or an insurance waiver on file (available if PO only engages in activities with negligible risks)**
- ii. Even if a PO has an insurance waiver, insurance is required if conducting ANY activity that has more than negligible risk of injury.**

d. Points of Contact: See PO website or request a copy of the template from 92 FSS/FSR

e. Tax Exemption Status (if applicable): POs must submit proof of Tax Exempt Approval from IRS (if applicable)

5. Point of Contact for the PO Program: For further information about the PO program, please contact the 92 FSS Resource Management office at 247-2545 and ask for the Private Organization monitor.