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PRIVATE ORGANIZATIONS GUIDE

1. INTRODUCTION:

1.1. Private Organizations (POs) are self-sustaining special interest groups set up by people acting exclusively outside the scope of any official capacity they may have in the federal government. POs are not federal entities and are not to be treated as such. They are not Nonappropriated Fund Instrumentalities, nor are they entitled to the sovereign immunities and privileges enjoyed by NAFIs or the Air Force. PO assets are monies and property in a PO or in its custody. These come from donations, dues, payments, or other receipts and may not be misused or combined with NAFI assets. 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 (i.e., unit or office coffee funds or flower funds). A PO should make a positive contribution in terms of morale or service to installation personnel. Membership eligibility should be limited primarily military members and their immediate families. These groups may operate on Pope AFB with permission of the 43 AW/CC. 43d Services Squadron (SVS) is located at 374 Maynard St, Room 205C and is the designated staff office for POs. Oversight authority has been delegated to this squadron to ensure that POs comply with Air Force Instruction (AFI) 34-223. The following guidance from AFI 34-223, entitled *Private Organization Program*, is **important to remember** when establishing or operating a private organization.

1.1. To conduct any type of fund-raiser on Pope AFB, the organization conducting the fund-raiser must be a current approved PO (formal and informal) and must request approval through 43 SVS, legal, and the 43 MSG Commander. (See 3.12.3)

1.2. A PO is set up and operated to fulfill the needs and interests of Department Of Defense (DoD) families. Its members must be affiliated with DoD (active duty, retirees or civilians).

1.2.1. POs are classified in three ways. Type 1 POs are federally sanctioned organizations recognized by the Department of Defense or Headquarters, USAF. Type 2 POs are local chapters, lodges (fraternal or benevolent), veterans groups and posts, or other organizations affiliated with national or state chartered organizations. Type 3 POs are locally established special interest organizations set up to fulfill the needs and interests of DoD families. There are two types of Type 3 POs which may be established by application to the Private Organization Monitor:

1.2.1.1. INFORMAL/UNOFFICIAL: This type does not need Wing Commander approval. Maintains less than \$1,000 monthly average over a 3-month period, and the operation is very “informal.”

1.2.1.2. FORMAL: Requires Wing Commander approval, must fulfill all AFI 34-223 requirements and maintains more than \$1,000 monthly average over a 3-month period.

1.3. Air Force Instruction 34-223 provides basic guidance for the private organization program. The Private Organization Monitor has the responsibility to administer the PO program. Any questions regarding POs should be directed to the 43 SVS PO monitor. A file on each PO will be maintained by 43 SVS. This file should include, but is not limited to:

1.3.1. Organization documents such as POs request for authorization to operate on the installation and the approved constitution and bylaws authorizing establishment of the PO.

1.3.2. Revalidation letters showing dates of 43 SVS monitor annual reviews.

1.3.3. Documentation regarding use of an installation facility or land area.

1.3.4. Financial Statements.

1.3.5. Copy of audit reports.

1.3.6. Any approved waivers.

1.3.7. Resale activity authorizations.

1.3.8. Minutes of PO meeting.

1.3.9. IRS tax identification number and tax exemption documentation, if applicable.

1.3.10. Proof of insurance, if required.

1.3.11. Any approvals for seal or insignia use.

1.3.12. Current list of officers or points of contact (including mailing address)

2. ESTABLISHMENT:

2.1. Request for authorization to operate an **Informal/Unofficial** activity/organization will be submitted by letter (see sample on page 12) to the Private Organization monitor with a current list of officers. The PO monitor is the final approval for this type of PO. The PO must remain within the requirements of an Informal PO during that period (\$1,000 average over a 3-month period). If at any time the informal/unofficial activity/organization falls outside the requirements of an informal organization, they must notify the PO monitor and apply as a Formal PO.

2.2. Request for authorization to operate a **Formal PO** will be submitted to the PO monitor (43 SVS/SVF) for review. After initial review the package will be forwarded to the Staff Judge Advocate (43 AW/JA) for legal review before going to 43 MSG for approval. Please make sure you follow the specific guidance provided in this package for a smooth approval process. These packages are closely scrutinized. ***At least two weeks lead time is required for approvals prior to the requested fund raising event.*** The approval documents must contain the following:

2.2.1. The nature, function, and objective of the organization.

2.2.2. Membership eligibility criteria.

2.2.3. Source of income.

2.2.4. Notification to all members of their personal financial responsibility and legal liability under the UCMJ and applicable North Carolina Statutes.

2.2.5. Responsibilities of officers for asset accountability, procuring adequate liability insurance coverage, and assuring responsible financial and operational management.

2.2.6. Specific guidance on disposing of residual assets.

2.2.7. The constitution and bylaws must be updated every two (2) years or when there is a change in the purpose of the PO or a change in officers. Please submit a copy of the old constitution or bylaws and indicate the changes made.

3. OPERATING POLICY:

3.1. All POs which operate on Pope AFB must operate in compliance with AFI 34-223, this guidance and any AMC or Pope AFB Instructions.

3.2. Formal POs must submit quarterly financial statements.

3.3. To prevent the appearance of an official sanction or support by the Department of Defense, POs may not use in a title or letterhead the name or seal of the Department of Defense of the acronym "DoD", the name, abbreviation or seal of any military department or service, the name of any Air Force NAFI, or the seal, insignia, or other identifying device of the local installation without approval of the installation commander.

3.3.1. The name or material parts of the name of any Air Force NAFI, e.g., Morale, Welfare, and Recreation (MWR) Fund or Lodging Fund, may not be utilized by a PO for identification purposes.

3.3.2. Any other name, abbreviation, seal, logo, insignia, or the like, used by DoD or any DoD component, its programs, locations, or activities may not be utilized by POs in their activities.

3.4. POs may not discriminate in hiring practices or membership policies based on the basis of age, race, religion, color, national origin, ethnic group, or gender.

3.4.1. POs may organize around a cultural or ethnic focus as long as they do not restrict their membership on the basis of culture or ethnicity.

3.5. POs may not utilize government vehicles, aircraft, equipment, supplies, communications equipment or facilities as part of fundraising efforts.

3.5.1. The Air Force may provide a Private Organization space in a facility for occasional use if this use does not add to the government's maintenance or janitorial expenses. Otherwise, private organizations must be self-sustaining and furnish their own equipment, supplies and materials.

3.6. POs and unofficial activities are not authorized the use of appropriated or non-appropriated fund support nor may purchases be made to support them using unit Government Purchase Cards.

3.7. Air Force units or organizations may not assign PO duties to military or civilian employees, whether they are officially recognized Private Organizations set up under AFI 34-223 or unofficial activities with limited assets. These assignments are a violation of Joint Ethics Regulation §3-305(b) which states:

“Because of the potential for significant cost to the Federal Government, and the potential for abuse, DoD employees, such as secretaries, clerks, and military aides, may not be used to support the unofficial activity of another DoD employee in support of non-Federal entities, nor for any other non-Federal purposes, except as provided in subsections 3-211 [CFC and AFAF Fundraising] and 3-300(b) [Professional Associations] of this Regulation, above.”

3.8. Hazing or harassment for initiation by POs is forbidden.

3.9. Religiously oriented POs may be authorized to operate on installations if:

3.9.1. Requests by similar organizations are also approved.

3.9.2. Authorization is for non-exclusive use of government facilities.

3.9.3. No sign or insignia or other organizational identification is placed on or inside government facilities except when the organization's activities are in progress.

3.9.4. Membership in a religiously oriented PO may not be restricted to members of the religion involved.

3.9.4.1. The installation staff chaplain coordinates on the request to establish a religiously oriented PO.

3.10. POs must be self-sustaining, primarily through dues, contributions, service charges, fees, or special assessments of its members. There will be no direct financial assistance to a PO from the NAFI in the form of contributions, dividends, or donations of monies or other assets.

3.10.1. Income must not accrue to individual members from PO activities except through wages and salaries for PO employees or other payment for services rendered.

3.11. Each PO has the responsibility of obtaining adequate liability insurance to cover the PO members against personal injury and property damage claims that may arise from the activities of the organizations or its members unless a waiver (sample on page 24) is approved. Forward all waiver requests through the PO monitor for review by the base legal office and 43 MSG/CC. POs which have been granted waivers may still be required to obtain insurance for certain special events that involve greater risk of injury or damage. PO members must be aware that they are jointly and severally liable for the obligations of the PO and their understanding of this liability must be documented.

3.11.1. Insurance waivers, that have been approved, are in effect until further notice.

3.12. POs will not engage in activities that duplicate or compete with the Army and Air Force Exchange Service (AAFES), any 43d Services Squadron activity, or Nonappropriated Fund Instrumentality (NAFI).

3.12.1. The resale of goods purchased from the Base Exchange or Commissary to persons not otherwise entitled to use those facilities by POs is prohibited.

3.12.2. POs may not engage in frequent or continuous resale activities nor may they operate amusement or slot machines. For example, a PO may wish to have a quarterly barbecue to raise funds for its activities. The PO in this instance is not competing with NAFI organizations such as the Pope Club or the Golf Course Snack Bar because it is holding an event of limited scope and duration that compete with those NAFI activities. If the PO were, however, to operate a ongoing business for the purpose of serving daily barbecue lunches to squadron members, this would clearly be a violation of AFI 34-223. The purpose of allowing fundraisers on Pope AFB is to allow POs the ability to raise money, not to provide them with an opportunity to enter into long-term business ventures.

3.12.3. POs staging in events for fund-raising purposes, such as bake sales, dances, car washes, fun runs, golf tournaments, and similar infrequent functions must forward requests for such

events through 43 SVS/SVFP, for review by 43 AW/JA and approval by 43 MSG/CC (see sample page 26). The applicable completed request shown at pages 28-37 is to be signed electronically and routed via email to Betty Crain or Laura Tasker, 43 SVS/SVFP monitor or alternate). SVFP will electronically route it to 43 AW/JA and MSG/CC for review/approval. Once approved, SVFP will electronically notify the initial sender as to approval status. The fund raiser cannot be held unless the request is approved.

3.12.4. Occasional is defined as not more than two (2) fund-raising events per calendar quarter.

3.11. No fund raisers held in the workplace by any PO during the Combined Federal Campaign (CFC), approximately 15 Sep – 31 Oct and the Air Force Assistance Fund (AFAF) Campaign, approximately 28 Feb – 31 Mar.

3.11.1. For the purposes of Pope AFB, 43 AW/CC has designated the following places as non-workplaces: breakrooms, the golf course, the different parks, parking lots, and bulletin boards.

3.12. POs must comply with all federal, state and local laws governing like civilian activities, including tax laws.

3.13. PO officer and member actions must not prejudice or discredit the United States Government or conflict with governmental activities.

3.14. POs **are not authorized** to sell alcoholic beverages. The only entities on Pope AFB that are allowed to sell alcoholic beverages are the 43 SVS and AAFES.

3.15. POs are responsible for ensuring their file in the 43 SVS/SVFP office is current.

3.15.1. A copy of minutes of PO meetings (sample page 39) will be forwarded (E-mail accepted) to the Private Organization Monitor. Financial statements or treasurer reports can be attached to the minutes and forwarded to the PO monitor's office. If information is not updated quarterly, the PO could be considered out-of-date and would not be eligible for fund raising events.

3.15.2. Formal POs must submit any changes to the constitution and bylaws as they occur. These changes should be submitted on a separate sheet of paper and attached to a copy of the old one.

3.15.3. Formal and informal organizations must forward all changes in officers to the PO Monitor as they occur.

3.16. POs may not conduct games of chance, lotteries, raffles, or other gambling-type activities except as provided in paragraph 10.16 of AFI 34-223 and applicable state and federal statutes. All requests to conduct raffles **must** be reviewed by the Judge Advocate's Office.

3.16.1. Section 14-309.15 of the North Carolina General Statutes applies to raffles. Failure to meet the requirements of this section is a criminal misdemeanor. The specific requirements are:

- 3.16.1.1. Organization must be non-profit and recognized by the NC Dept of Revenue as tax exempt under G.S. 105-130.11(a) (Both State and Federally exempt).
- 3.16.1.2. Raffles limited to two per organization per year.
- 3.16.1.3. Maximum prize is \$1,000 cash or \$25,000 merchandise.
- 3.16.1.4. No real property can be offered as a prize.
- 3.16.1.5. Raffles shall not be conducted in conjunction with bingo.
- 3.16.1.6. Net proceeds of raffle shall be used for charitable, religious, educational, civic, or other non-profit purposes.
- 3.16.1.7. None of the proceeds may be used to pay any person to conduct the raffle or to rent a building where the tickets are received or sold or where the drawing is conducted.
- 3.16.1.8. Any raffle not conducted in accordance with North Carolina General Statute 105-130.11(a) constitutes a violation of the state's gambling laws.
- 3.16.1.9. Unofficial activities/organizations may not conduct games of chance, lotteries, raffles, or other gambling-type activities under any circumstances.
- 3.16.1.10. Raffles may not be conducted by military members or civilian employees during their duty times. Military members may not conduct raffles while in uniform at any time. Air Force personnel may participate in PO fund-raising raffles only in a purely personal, unofficial, volunteer capacity at authorized locations and in ways that do not imply official endorsement.
- 3.17. POs are not authorized to use government tax exemption numbers, government supplies, letterhead, reproduction, or on-duty government accounting personnel for financial reviews.
- 3.18. An annual review meeting is required to be accomplished NLT 31 Jan of every year. At that time all requirements for updating must be accomplished. A representative from each current PO will be present at this meeting to continue to operate at Pope AFB.
- 3.18.1. POs with gross annual revenues of \$250,000 or more must be audited annually by a Certified Public Accountant (CPA).
- 3.18.2. POs with gross annual revenues of \$100,000 to \$250,000 must be reviewed by an accountant (CPA not required).
- 3.18.3. POs with gross annual revenues of \$100,000 do not require an independent reviewer, but may use an individual within the organization.

3.19. Withdrawal of authority to operate. A private organization may operate on a base only as long as it continues to make a positive contribution to the base in terms of morale and service. The installation commander may withdraw the club's authorization to operate when the club no longer is making a contribution; when the club fails to comply with applicable laws, instructions or policies; or for any just cause.

3.20. Solicitation of Funds:

3.20.1. PO officer and member actions must not prejudice or discredit the U.S. Government or conflict with governmental activities.

3.20.2. POs may not solicit funds, gifts, or donations for their organization on base.

3.20.2.1. POs may accept gifts or donations on base. These consist of contributions which are supplied to the PO without active solicitation on the part of the PO or its members.

3.20.3. Off-base solicitations must clearly indicate that they are for a PO and not the base or any official part of the Air Force (or any other service).

3.20.4. Donor/gift recognition may not be made publicly. Recognition can only be made to members of the PO or those present at an event benefiting from the donation/gift.

3.20.5. POs are prohibited from actions, which make it appear that the installation is endorsing or giving special treatment to the donors/givers involved.

3.20.6. Services may not co-sponsor events with POs for the purpose of obtaining commercial sponsorship, contributions, donations, gifts, advertising or generating revenue for them.

3.20.6.1. POs are not authorized use of the DoD MWR Commercial Sponsorship policy.

3.21. Tax Exempt Status:

3.21.1. Is the responsibility of the PO to acquire if eligible and desired.

3.21.2. Federal information can be obtained from the Regional IRS Office or through the IRS website located at www.irs.gov.

3.21.3. State information can be obtained from North Carolina Department of Revenue offices or through the Department of revenue website located at www.dor.state.nc.us.

4. DISSOLUTION:

4.1. In case of dissolution, funds in the treasury will be used to satisfy any outstanding debts, liabilities, or obligations.

4.2. The balance of assets will be disposed of as determined by the membership. This must be included in the constitution or bylaws.

4.3. PO officers must notify the PO monitor of their intent to dissolve the PO and prepare a time-phased action plan to do so.

5. **SYNOPSIS:**

5.1. All Private Organizations and unofficial activities/organizations must have approval in order to operate on Pope AFB. It is the PO's responsibility to submit all necessary documentation to the PO monitor for approval and to ensure that the information on file is current at all times, especially the list of officers and points of contact. POs must always operate within Air Force standards of conduct and in compliance with Air Force directives. After a PO is properly established, it is the responsibility of the PO to submit a request for annual review in order to continue operation. AFI 34-223 and guidance is available at the PO monitor's office, located at 399 Maverick Street, Room 319, for your review.

REMEMBER! The operation of a Private Organization is not a complicated process, especially an informal PO, as long as the guidelines given by AFI 34-223 are followed and an open line of communication is kept between the PO and the PO monitor. If you have a question, don't hesitate to call your PO monitor.

SAMPLE FORMAT LETTER TO ESTABLISH AN INFORMAL ORGANIZATION/ACTIVITY

MEMORANDUM FOR 43 SVS/SVFP

FROM: _____

SUBJECT: Request to Establish an Informal Organization/Activity on Pope AFB NC

1. Request permission for the _____(Name of your informal organization/activity) to form an informal organization/activity on in the Pope AFB community. If approved, it is our desire to acquire a checking account, as authorized, through the _____ (Name of Financial Institution).

2. The account will have less than \$1,000 for a continuous period of 90 days or more and will be managed according to AFI 34-223. I understand when the account has more than the \$1,000 limit; I must request and be established as a Formal PO.

3. The purpose of this organization is _____
_____(State the reason, i.e., support and sustain the morale of the personnel within the unit).

4. Our list of officers is attached.

(Requesting Officer's Signature)

Attachment:
List of Officers

1st Ind, 43 SVS/SVFP

MEMORANDUM FOR _____

Your informal private organization is approved/disapproved.

BETTY CRAIN, GS-12, DAFC
43d Services PO Monitor

SAMPLE FORMAT LETTER TO ESTABLISH A FORMAL ORGANIZATION

MEMORANDUM FOR 43 SVS/SVFP

FROM: _____

SUBJECT: Request to Establish a Formal Private Organization (PO) on Pope AFB

1. Request permission for _____(Name of your PO) to form a formal private organization on Pope AFB in accordance with AFI 34-223.
2. All business will be conducted as outlined in the constitution and bylaws of the club. Attached is the required documentation necessary to establish a private organization.
3. Point of contact for this PO is _____(Name and duty phone).

Organization Officer

Attachment:

1. List of Officers
2. Constitution
3. Bylaws
4. Insurance/Waiver of Insurance Coverage

1st Ind, 43 SVS/SVFP

MEMORANDUM FOR 43 AW/JA

Recommend approval/disapproval.

BETTY CRAIN, GS-12, DAFC
43d Services PO Monitor

2d Ind to _____, (date) _____, Request to Establish a Formal Private Organization on Pope AFB.

43 AW/JA

MEMORANDUM FOR 43 AW/CC

Recommend approval/disapproval

Staff Judge Advocate

3d Ind, 43 MSG/CC

MEMORANDUM FOR 43 SVS/SVFP

Approved/Disapproved

Timothy M. Zadalis, Colonel, USAF
Commander

SAMPLE OFFICERS' ROSTER

MEMORANDUM FOR 43 SVS/SVFP

Date: _____

FROM: _____

SUBJECT: Current Officer Information

PRESIDENT: _____
Telephone: _____ Duty: _____ Home: _____
Address: _____ Street/Box No./ City/ State/ Zip _____

V. PRESIDENT: _____
Telephone: _____ Duty: _____ Home: _____
Address: _____ Street / Box No. / City /State / Zip _____

SECRETARY: _____
Telephone: _____ Duty: _____ Home: _____
Address: _____ Street / Box No. / City / State / Zip _____

TREASURER: _____
Telephone: _____ Duty: _____ Home: _____
Address: _____ Street / Box No. / City / State / Zip _____

(Signature - President)

PRIVACY ACT STATEMENT

AUTHORITY: 44 USC 31 - 1

PRINCIPLE PURPOSE: Files are used locally to contact private organization officers for administrative purposes.

ROUTINE USES: Used to locate personnel assigned to, attached, or tenanted at Pope AFB in response to specific inquiries from official government activities for the conduct of business. Files are used locally and administer programs and personnel.

DISCLOSURE IS VOLUNTARY: Disclosure of home phone numbers and box numbers is voluntary.

SAMPLE CONSTITUTION

CONSTITUTION

(NAME OF PRIVATE ORGANIZATION)

ARTICLE I

NAME AND PURPOSE

Section A: This organization shall be known as _____
_____ (Name of PO). As used hereinafter, it may be referred to as the _____.

Section B: The purpose of this organization is: _____

ARTICLE 2

GENERAL PROVISIONS

Section A: In accordance with AFI 34-223, the _____
_____ (Name of PO) is set up, operated, and controlled locally by people with common interests. The _____
_____ (Name of PO) has no formal connections or affiliations with any sanctioning organization. The _____ (Name of PO) operates on Pope AFB only with the written permission of the installation commander. Operation is contingent on compliance with the requirements and conditions of all applicable Air Force instructions and manuals. The _____
(Name of PO) is not a nonappropriated funds instrumentality, nor is it entitled to the privileges and immunities of the federal government.

Section B: As outlined in AFI 34-223, the membership is liable under the laws of the state of North Carolina and under USAF instructions for organizational debts in the event the organization's assets are insufficient to discharge liabilities. Each member must be aware that financial liability incurred by the organization may ultimately result in individual financial responsibility of members. Each member of the private organization could be held jointly and severally liable.

ARTICLE 3

OFFICERS AND GOVERNING BODY

The officers of _____ (Name of PO)
shall consist of: President, Vice President, Recorder, and Treasurer.

ARTICLE 4

MEMBERSHIP OR PATRONAGE

Section A: Membership eligibility in the _____ (Name of PO)
is automatic upon permanent or temporary assignment to the _____
and extends to all active duty and civilian employees of the unit. Membership is voluntary and
anyone seeking membership should indicate his/her desire to become a member by signing a
membership form.

Section B: The privilege of inviting guests is extended to all members. On special occasions
requiring a limitation of the number of guests that can be accommodated, the membership will
specify the number of guests that can be invited by each member.

ARTICLE 5

METHOD OF FINANCING

Section 1: The source of income for _____ (Name of PO) will be
derived from:

- a. _____
- b. _____
- c. _____

ARTICLE 6

ACTIVITIES

The membership, acting through its elected officers, shall be responsible for the custodianship of the funds of the _____ (Name of PO) and all activities with which _____ (Name of PO) is involved.

ARTICLE 7

MEETINGS AND QUORUMS

Section A: General Membership. Unless otherwise decided by the active membership, there will be a regular membership meeting

_____.

Section B: Quorum. At all regular and special meetings of the general membership, 33 percent (which will include a minimum of two executive officers) of active associates shall constitute a quorum. Except as otherwise specified in this constitution, a majority vote of the members present shall be required to pass any motion or transact any other business.

Section C: Special Meetings. The President will call special meetings at any time when:

- a. _____
- b. _____
- c. _____

ARTICLE 8

ADOPTIONS AND AMENDMENTS

Section 1: These Bylaws may be amended or revised by a two-thirds majority vote of the active members present at any regular or annual membership meeting, providing there is a quorum and the amendment or revision was submitted in writing at a previous regular or annual membership meeting. If approved by a two-thirds majority, the amendment(s) is/are submitted to the Private Organization Monitor of the 43d Services Squadron subject to review by the legal office and final approval by the installation commander (IAW AFI 34-223).

Section 2: Officers in office when a Constitution/Bylaws is/are adopted will remain in office until the next scheduled annual regular election.

ARTICLE 9

DISSOLUTION

In case of dissolution of the organization, whatever funds are contained in the treasury at the time will be used to satisfy any outstanding debts, liabilities, or obligations. The balance of these assets will be disposed of as determined by the membership. The residual assets (if any) will be turned over to one or more other organizations to be determined by the general membership at the time of dissolution.

Organization Officer

Note: This sample constitution is provided for guidance purposes only. Each private organization presents unique issues, and changes to this sample constitution may be required.

1st Ind, 43 SVS/SVFP

MEMORANDUM FOR 43 AW/JA

Recommend approval/disapproval.

BETTY CRAIN, GS-12, DAFC
43d Services PO Monitor

2d Ind, 43 AW/JA

MEMORANDUM FOR 43 AW/CC

Recommend approval/disapproval

Staff Judge Advocate

3d Ind to (name of PO), (date), Constitution

MEMORANDUM FOR 43 SVS/SVFP

Approved/Disapproved

TIMOTHY M. ZADALIS, Colonel, USAF
Commander

SAMPLE BY-LAWS

BY LAWS

Article I

General Information

Bylaws and rules governing the _____(Name of PO) are promulgated for the information and guidance of all concerned. Members are enjoined to observe the spirit and intent of the Bylaws and rules at all times.

Article 2

Duties of Officers

a. **President.** The president shall have the usual powers of supervision and management, which pertain to the office of president and will perform the following duties:

- (1) Preside at all meetings of the general membership.
- (2) Appoint a vice-president.
- (3) Appoint a chairperson for each committee.
- (4) Be an ex officio member of all committees.
- (5) Countersign all minutes.
- (6) Vote only in case of a tie in meetings of the general membership.
- (7) Call special meetings.
- (8) Retain copies of Constitution and Bylaws.

b. **Vice-President.** The vice-president shall perform the duties of the president/treasurer in their absence and shall act as assistant to the president and vote only in case of a tie in meetings of the general membership when performing duties of the president. The vice-president will be the president's appointed representative to this organization.

c. **Secretary.** The secretary shall be the custodian of all records, conduct correspondence of this association, and shall have the following duties:

- (1) Record and maintain a file of all minutes of meetings of the general

membership.

(2) Maintain all records of the association other than financial records.

(3) Coordinate with a facility to provide a place to hold meetings and to provide notification of meetings to all members.

(4) Maintain a list of names of officers and executive committee.

(5) Retain copies of Constitution and Bylaws and has them available at all meeting and will provide a copy to any active member for review upon request.

d. **Treasurer.** The treasurer shall be the custodian of all financial records of this association and shall have the following duties:

(1) Countersign contracts executed by the president.

(2) Sign all checks.

(3) Receive and be responsible for all funds and assets of this association.

(4) Make authorized disbursements.

(5) Maintain necessary bank accounts.

(6) Maintain all financial records.

(7) Present a monthly financial report to the general membership.

(8) Present the books and financial records of this association for audit when directed by the general membership.

(9) Make the books and financial records of this association available for inspection and review when requested by the president.

Article 3

Elections and Voting

Section 1. General. Except as otherwise specifically provided herein, the provisions of Article 3 apply to election meetings.

Section 2. Election of Officers. Election of officers will be held annually at the regular monthly meeting in _____ with new officers assuming their duties during the first regular meeting in the month of _____. Voting will be by secret ballot and plurality of votes

cast shall be sufficient to elect. Only members shall be entitled to vote. Members may submit written absentee ballots when not in the local area.

Section 3. Nominations. Nominations will be made from the floor. Only those members present may be nominated for office unless an absent member had informed one of the present officers of member's willingness to serve in an elected position.

Section 4. Special Elections. Special elections will be held at a time and place designated by the president. At least 5 days notice of special election will be provided to all members in writing. At the special election meeting, nominations may be made from the floor. After nominations have been closed, the membership will elect an officer for each vacancy in accordance with the constitution.

Article 4

Dues and Fees

There shall be _____ (amount) fees or dues required for membership in this organization.

Article 5

Standing Committees

Section 1, General. The president shall appoint standing committees for the period concurrent with his/her term of office. The president may from time to time appoint special committees as may be necessary to carry out the business of this association.

Section 2, Standing Committees. The president will appoint chairpersons of standing committees. The standing committees and their duties and responsibilities shall be as follows:

a. **Fund-raising Committee.** The fund-raising committee will be responsible for gathering information and supervising upcoming fund-raising projects for this council.

b. _____

Article 6

Finances and Taxes

An annual audit of all funds, moneys and assets of the _____
_____ (Name of PO) will be conducted prior to the annual election meeting. The President will appoint the auditors. A statement of the results of said audit should be made available for inspection upon request. The auditor's report will be made at the annual meeting and will be subject to approval by the members.

Article 7

Insurance Coverage

The _____ (Name of PO) has the responsibility of obtaining adequate insurance. An insurance policy for continuous coverage will not be required if the installation commander waives such requirement. The organization assumes its responsibility to obtain adequate insurance to provide liability coverage against personal injury and property damage claims that may arise from the activities of the organization or its members.

The _____ (Name of PO) will obtain the insurance necessary commensurate with the risks involved for special events, which greatly increase the risk of liability. The president will appoint a committee, which shall include the Treasurer, to acquire an insurance policy to cover such special events. The general membership may request that the installation commander waive the insurance requirement for activities with low liability exposure.

Article 8

Awards/Gifts

Organization Officer

1st Ind, 43 SVS/SVFP

MEMORANDUM FOR 43 AW/JA

Recommend approval/disapproval.

BETTY CRAIN, GS-12, DAFC
43d Services PO Monitor

2d Ind to (name of PO), (date), Bylaws

43 AW/JA

MEMORANDUM FOR 43 AW/CC

Recommend approval/disapproval

Staff Judge Advocate

3d Ind, 43 AW/CC

MEMORANDUM FOR 43 SVS/SVFP

Approved/Disapproved

TIMOTHY M. ZADALIS, Colonel, USAF
Commander

SAMPLE LETTER FOR WAIVER OF INSURANCE REQUIREMENT

Date _____

MEMORANDUM FOR 43 SVS/SVFP

FROM: Name of Private Organization

SUBJECT: Request for Waiver of Insurance Coverage Requirement

1. Request the (private organization's name) be granted a waiver of the requirement for liability insurance pursuant to AFI 34-223, para 10.10. We understand that the commander may still require liability insurance for specific events that involve a greater risk of injury or damage.
2. We also understand that the (private organization name) is jointly and severally liable for the obligations of the organization.
3. Activities of this informal/formal private organization consist largely of activities with extremely low liability exposure such as monthly meetings, squadron parties and other gatherings.

Organization Officer

1st Ind, 43 SVS/SVFP

MEMORANDUM FOR 43 AW/JA

Recommend approval/disapproval

BETTY CRAIN, GS-12
43d Services PO Monitor

2d Ind to (PO name), (date), Request for Waiver of Insurance Coverage Requirement

43 AW/JA

MEMORANDUM FOR 43 MSG/CC

Recommend approval/disapproval

Staff Judge Advocate

3d Ind, 43 MSG/CC

MEMORANDUM FOR 43 SVS/SVFP

Approved/Disapproved

JAMES P. SAVOY, Colonel, USAF
Commander, Mission Support Group

SAMPLE FUND-RAISING REQUEST

**OFFICIAL REQUEST FOR APPROVAL FOR
FUNDRAISING ACTIVITY IAW AFI 36-3101**

Instructions: Complete this form and provide the original with all necessary attachments to 43 SVS/SVF. Final approval authority is 43 MSG/CC. Your request will be coordinated with appropriate staffing agencies and a written response will be given to you. Therefore, it is necessary that you submit your request at least 2 weeks prior to the proposed event. **Remember, you may not begin your fundraising effort until you have written approval from 43 MSG/CC.**

_____ Date

MEMORANDUM FOR 43 MSG/CC

FROM: _____
Name of Entity Requesting Approval

* If your entity is a **private organization**, **either** attach a copy of the most recent legal review of your constitution/charter/by-laws or insure that a copy of the most recent legal review of your constitution/charter/by-laws is on file with 43 SVS/SVF.

* If your entity is an **unofficial activity/organization**, attach a copy of its financial history for the last six months which shall include any monies it has received in the last 90 days.

SUBJECT: Fundraiser Request — Hot Food Sale

1. We would like permission to conduct a(n) _____ sale
(Food Item)
on _____ 200__ at _____
(Date) (Place)

2. The following is a detailed explanation of our proposed fundraiser:

* At a minimum, include: who is to be involved in the activity, what the proceeds of the fundraiser will be used for and any other information explaining the mechanics of the proposed event.

3. As the individual submitting this request for the entity named above, I certify the following to be true: **(you must initial each line)**

__ a. This proposed fundraiser is NOT part of a continuous resale activity **(No more than two**

fundraisers per calendar quarter per Private Organization are allowed). The dates of our last fundraising activities were _____, _____, and _____.

__ b. This proposed fundraiser does not involve the sale of alcohol or any form of gambling activity.

__ c. A trained food handler will be present at all times during the event. (Food handler training can be obtained by contacting Military Public Health at 424-2751)

__ d. Prior approval from the Pope Fire Chief has been obtained for our location to grill food. Proper safety precautions will be taken and a fire extinguisher and telephone will be readily available.

__ e. All military members will be in civilian attire and in a non-duty status.

__ f. The use of government resources will NOT be used. The use of government resources (such as government supplies, equipment and email) to advertise the sale is prohibited. This prohibition extends to using official Air Force letterhead to request event approval.

g. This fundraiser will NOT involve the one-on-one solicitation of junior ranking members by higher-ranking participants in the fundraising effort.

h. This fundraiser will not duplicate or competed with AAFES or any non-appropriated fund instrumentality (for example, doughnut sale where doughnuts are also sold at the Pope Shoppette).

__ i. The Joint Ethics Regulation (JER), DoD 5500.7-R is a punitive regulation, which prohibits DoD employees from soliciting (asking or obtaining) donations from local businesses. The JER also prohibits raffles (selling tickets for a chance to win a prize).

j. Event approval extends only to the information provided. We understand that if we seek to change our event plans we would be required to obtain approval for any change.

4. I am the organization's_(title)_____. If you have any questions, please contact me at (Phone).

(Signature)

(Printed Name)

1st Ind, 43 SVS/SVF1st Ind, (name of PO), Date, Fund Raiser Request

43 SVS/SVFP

MEMORANDUM FOR 43 AW/JA

This event has/has not been coordinated on the base calendar.

Resource Management Flight

2d Ind, 43 AW/JA

MEMORANDUM FOR 43 MSG/CC

I have reviewed this fundraiser request and recommend that you approve/disapprove this event pursuant to AFI 36-3101, Table 1, Rule _____. An additional legal review is/is not attached.

Staff Judge Advocate, 43 AW

3d Ind, 43 MSG/CC

MEMORANDUM FOR 43 SVS/SVF

Approved/Disapproved

JAMES P. SAVOY, Colonel, USAF
Commander, Mission Support Group

**OFFICIAL REQUEST FOR APPROVAL FOR
FUNDRAISING ACTIVITY IAW AFI 36-3101**

Instructions: Complete this form and provide the original with all necessary attachments to 43 SVS/SVF. Final approval authority is 43 MSG/CC. Your request will be coordinated with appropriate staffing agencies and a written response will be given to you. Therefore, it is necessary that you submit your request at least 2 weeks prior to the proposed event. **Remember, you may not begin your fundraising effort until you have written approval from 43 MSG/CC.**

Date

MEMORANDUM FOR 43 MSG/CC

FROM: _____
Name of Entity Requesting Approval

** If your entity is a **private organization**, **either** attach a copy of the most recent legal review of your constitution/charter/by-laws or insure that a copy of the most recent legal review of your constitution/charter/by-laws is on file with 43 SVS/SVF.

* If your entity is an **unofficial activity/organization**, attach a copy of its financial history for the last six months which shall include any monies it has received in the last 90 days.

SUBJECT: Fundraiser Request — Sale of Non-Food Items and Bake Sales

1. We would like permission to conduct a(n) _____ sale
(Item or baked good)
on _____ 200__ at _____
• (Date) (Place)

2. The following is a detailed explanation of our proposed fundraiser:

*At a minimum, include: who is to be involved in the activity, what the proceeds of the fundraiser will be used for and any other information explaining the mechanics of the proposed event.

3. As the individual submitting this request for the entity named above, I certify the following to be true: **(you must initial each line)**

__a. This proposed fundraiser is NOT part of a continuous resale activity **(No more than two fundraisers per calendar quarter per Private Organization are allowed)**. The dates of our

last fundraising activities were _____, _____, and _____.

__b. This proposed fundraiser does not involve the sale of alcohol or any form of gambling activity.

__c. All military members will be in civilian attire and in a non-duty status.

__d. The use of government resources will NOT be used. The use of government resources (such as government supplies, equipment and email) to advertise the sale is prohibited. This prohibition extends to using official Air Force letterhead to request event approval.

__e. This fundraiser will NOT involve the one-on-one solicitation of junior ranking members by higher-ranking participants in the fundraising effort.

__f. This fundraiser will not duplicate or competed with AAFES or any non-appropriated fund instrumentality (for example, doughnut sale where doughnuts are also sold at the Pope Shoppette).

__g. The Joint Ethics Regulation, DoD 5500.7-R is a punitive regulation, which prohibits DoD employees from soliciting (asking or obtaining) donations from local businesses. The JER also prohibits raffles (selling tickets for a chance to win a prize).

__h. Event approval extends only to the information provided. We understand that if we seek to change our event plans we would be required to obtain approval for any change.

4. I am the organization's _____(title)_____. If you have any questions, please contact me at (phone).

(Signature)

(Printed Name)

1st Ind, 43 SVS/SVFP

MEMORANDUM FOR 43 AW/JA

This event has/has not been coordinated on the base calendar.

Resource Management Flight

2d Ind (PO name), (date), Fund-Raiser Request

43 AW/JA

MEMORANDUM FOR 43 MSG/CC

I have reviewed this fundraiser request and recommend that you approve/disapprove this event pursuant to AFI 36-3101, Table 1, Rule _____. An additional legal review is/is not attached.

Assistant Staff Judge Advocate, 43 AW

3d Ind, 43 MSG/CC

MEMORANDUM FOR 43 SVS/SVFP

Approved/Disapproved

JAMES P. SAVOY, Colonel, USAF
Commander, Mission Support Group

**OFFICIAL REQUEST FOR APPROVAL FOR
FUNDRAISING ACTIVITY IAW AFI 36-3101**

Instructions: Complete this form and provide the original with all necessary attachments to 43 SVS/SVF. Final approval authority is 43 MSG/CC. Your request will be coordinated with appropriate staffing agencies and a written response will be given to you. Therefore, it is necessary that you submit your request at least 2 weeks prior to the proposed event. **Remember, you may not begin your fundraising effort until you have written approval from 43 MSG/CC.**

Date

MEMORANDUM FOR 43 MSG/CC

FROM: _____
Name of Entity Requesting Approval

* If your entity is a **private organization**, **either** attach a copy of the most recent legal review of your constitution/charter/by-laws or insure that a copy of the most recent legal review of your constitution/charter/by-laws is on file with 43 SVS/SVF.

SUBJECT: Fundraiser Request — Raffles

1. We would like permission to conduct a raffle on _____ 200__ at _____

(Place)

3. The following is a detailed explanation of our proposed fundraiser:

*At a minimum, include: who is to be involved in the activity, what the proceeds of the fundraiser will be used for and any other information explaining the mechanics of the proposed event.

3. As the individual submitting this request for the entity named above, I certify the following to be true: **(you must initial each line)**

a. Our organization is composed primarily of DoD personnel or their family members. (AFI 34-223, para. 10.16.).

__b. The raffle will be for the benefit of DoD personnel or their family members. (AFI 34-223, para. 10.16.2.).

- __c. The raffle will NOT be conducted in the workplace. (AFI 34-223, para. 10.16.4.).
- __d. All DoD personnel will be in civilian attire and in a non-duty status. (AFI 34-223, para. 10.16.5.).
- __e. The raffle will be conducted in a manner which does not imply official endorsement. (AFI 34-223, para. 10.16.5.).
- f. Our organization is a qualified non-profit organization or association, recognized by the Department of Revenue as tax-exempt pursuant to G.S. 105-130.11(a) (N.C. Gen. Stat. § 1309.1 – Raffles).
- __g. Our organization leadership is aware that any person who conducts a raffle in violation of any provision of the North Carolina General Statute on Raffles shall be guilty of a Class 2 misdemeanor. Upon conviction that person shall not conduct a raffle for a period of one year (N.C. Gen. Stat. § 1309.1 – Raffles).
- __h. "Raffle" means a game in which the prize is won by random drawing of the name or number of one or more persons purchasing chances (N.C. Gen. Stat. § 1309.1 – Raffles).
- __i. Raffles shall be limited to two per nonprofit organization per year (N.C. Gen. Stat. § 1309.1 – Raffles).
- __j. The maximum cash prize that may be offered or paid for any one raffle is ten thousand dollars (\$ 10,000) and if merchandise is used as a prize, and it is not redeemable for cash, the maximum fair market value of that prize may be fifty thousand dollars (\$ 50,000) (N.C. Gen. Stat. § 1309.1 – Raffles).
- __k. No real property may be offered as a prize in a raffle (N.C. Gen. Stat. § 1309.1 – Raffles).
- __l. The total cash prizes offered or paid by any nonprofit organization or association may not exceed ten thousand dollars (\$ 10,000) in any calendar year (N.C. Gen. Stat. § 1309.1 – Raffles).
- __m. The total fair market value of all prizes offered by any nonprofit organization or association, either in cash or in merchandise that is not redeemable for cash, may not exceed fifty thousand dollars (\$ 50,000) in any calendar year (N.C. Gen. Stat. § 1309.1 – Raffles).
- n. Raffles shall not be conducted in conjunction with bingo (N.C. Gen. Stat. § 1309.1 – Raffles).
- __o. No less than ninety percent (90%) of the net proceeds of a raffle shall be used by the nonprofit organization or association for charitable, religious, educational, civic, or other nonprofit purposes. None of the net proceeds of the raffle may be used to pay any person to conduct the raffle, or to rent a building where the tickets are received or sold or the drawing is conducted. As used in this subsection, "net proceeds of a raffle" means the receipts less the cost of prizes awarded. (N.C. Gen. Stat. § 1309.1 – Raffles).

5. I am the organization's____(title)_____. If you have any questions, please contact me at (Phone).

(Signature)

(Printed Name)

1st Ind, 43 SVS/SVFP

MEMORANDUM FOR 43 AW/JA

This event has/has not been coordinated on the base calendar.

Resource Management Flight

2d Ind, 43 AW/JA

MEMORANDUM FOR 43 MSG/CC

I have reviewed this fundraiser request and recommend that you approve/disapprove this event pursuant to AFI 36-3101, Table 1, Rule _____. An additional legal review is/is not attached.

Assistant Staff Judge Advocate, 43 AW

3d Ind to (name of private organization), (date), Fund-Raiser Request

43 MSG/CC

MEMORANDUM FOR 43 SVS/SVF

Approved/Disapproved

JAMES P. SAVOY, Colonel, USAF
Commander, Mission Support Group

**OFFICIAL REQUEST FOR APPROVAL FOR
FUNDRAISING ACTIVITY IAW AFI 36-3101**

Instructions: Complete this form and provide the original with all necessary attachments to 43 SVS/SVF. Final approval authority is 43 MSG/CC. Your request will be coordinated with appropriate staffing agencies and a written response will be given to you. Therefore, it is necessary that you submit your request at least 2 weeks prior to the proposed event. **Remember, you may not begin your fundraising effort until you have written approval from 43 MSG/CC.**

Date

MEMORANDUM FOR 43 MSG/CC

FROM: _____
Name of Entity Requesting Approval

* If your entity is a **private organization**, **either** attach a copy of the most recent legal review of your constitution/charter/by-laws or insure that a copy of the most recent legal review of your constitution/charter/by-laws is on file with 43 SVS/SVF.

* If your entity is an **unofficial activity/organization**, attach a copy of its financial history for the last six months which shall include any monies it has received in the last 90 days.

SUBJECT: Fundraiser Request — Sports Tournament

1. We would like permission to conduct a(n) _____ sale
on _____ 200__ at _____
(Sporting Event)
(Date) (Place)

4. The following is a detailed explanation of our proposed fundraiser:

* At a minimum, include: who is to be involved in the activity, what the proceeds of the fundraiser will be used for and any other information explaining the mechanics of the proposed event.

3. As the individual submitting this request for the entity named above, I certify the following to be true: **(you must initial each line)**

a. This proposed fundraiser is NOT part of a continuous resale activity **(No more than two**

fundraisers per calendar quarter per Private Organization are allowed). The dates of our last fundraising activities were _____, _____, and _____

- b. This proposed fundraiser does not involve the sale of alcohol or any form of gambling
- c. All military members will be in civilian attire and in a non-duty status.
- d. The use of government resources will NOT be used. The use of government resources (such as government supplies, equipment and email) to advertise the sale is prohibited. This prohibition extends to using official Air Force letterhead to request event approval.
- e. This fundraiser will NOT involve the one-on-one solicitation of junior ranking members by higher ranking participants in the fundraising effort.
- f. The Joint Ethics Regulation, DoD 5500.7-R is a punitive regulation, which prohibits DoD employees from soliciting (asking or obtaining) donations from local businesses. The JER also prohibits raffles (selling tickets for a chance to win a prize).
- g. The tournament will comply with safety practices.
- h. This fundraiser will not duplicate or competed with AAFES or any non-appropriated fund instrumentality (for example, doughnut sale where doughnuts are also sold at the Pope Shoppette).
- i. Event approval extends only to the information provided. We understand that if we seek to change our event plans we would be required to obtain approval for any change.

6. I am the organization's _____(Title)_____. If you have any questions, please contact me at ___(phone).

7.

(Signature)

(Printed Name)

1st Ind, 43 SVS/SVFP

MEMORANDUM FOR 43 AW/JA

This event has/has not been coordinated on the base calendar.

Resource Management Flight

2d Ind to (name of PO), (date), Fund Raising Request

43 AW/JA

MEMORANDUM FOR 43 MSG/CC

I have reviewed this fundraiser request and recommend that you approve/disapprove this event pursuant to AFI 36-3101, Table 1, Rule _____. An additional legal review is/is not attached.

Assistant Staff Judge Advocate, 43 AW

3d Ind, 43 MSG/CC

MEMORANDUM FOR 43 SVS/SVF

Approved/Disapproved

JAMES P. SAVOY, Colonel, USAF
Commander, Mission Support Group

SAMPLE MEETING MINUTES

NAME OF ORGANIZATION

DATE

1. A _____(regular/special) meeting of the _____(Name of Organization) was called to order by the president at _____(time) on _____(date).

2. Attendance:

a. Members present: (List president and then other officers of the club.)

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

b. Members absent: (list reason if known.)

_____	_____	_____
_____	_____	_____
_____	_____	_____

c. Others present: (Club advisors, guests, etc.)

_____	_____	_____
_____	_____	_____
_____	_____	_____

3. The club reviewed the minutes of _____(date of last meeting) and found that no corrections were necessary. (In case of corrections or additions, list each.)

4. The club reviewed and approved, subject to audit, the treasurer's report for the period ending _____(Atch 1).

5. Old Business: (list business previously discussed, but not concluded: committee reports; out-of-session actions since last meeting, etc.)

6. New Business: (list review of pertinent correspondence, reports, and other items as required.)

8. The meeting adjourned at _____(time).

President/Type Name/Signature

Secretary/Type Name/Signature

SAMPLE REQUEST FOR ANNUAL REVIEW

MEMORANDUM FOR 43 SVS/SVFP

FROM: _____(Name of Private Organization)

SUBJECT: Request for Annual Review of Private Organization (PO)

1. In accordance with AFI 34-223, I request the annual review of _____
(Name of Private Organization). Information to assist in your review is as follows:

- a. Number of members as of 31 Dec _____(year) is: _____
- b. Cash assets as of 31 Dec: _____
- c. Current liabilities as of 31 Dec: _____
- d. Gross annual income from 1 Jan to 31 Dec: _____
- e. Type of audit or financial review conducted (CPA, Accountant, or internal):

f. Name of reviewer (or firm): _____

g. Constitution and Bylaws (Atch 1). (To be provided only if changes to the originals have been made.)

h. Rules or charter (Atch 2). (To be submitted only if changes to the originals have been made.)

i. Financial statement(s) as of 31 Dec (Atch 3).

j. Certified Public Accountant (CPA) audit or accountant's financial review (Atch 4). (To be submitted only if the PO has annual gross revenues of \$100,000 or more.)

k. Proof of insurance coverage/approved waiver of insurance requirement (Atch 5). (Include applicable phrase and attached applicable attachment.) Insurance waivers are to be renewed annually.

l. List of Current Officers (Atch 6).

m. Meeting minutes (Atch 7).

n. Copy of document according Internal Revenue Service Tax Exemption Status, if applicable or if changed from previous submission. (Atch 8)

2. We understand we must submit this request for reapproval, with attachments, **no later than the 2d Friday in January of each year.** If at any time we decide to discontinue as an organization, we will immediately file a notice of dissolution, according to AFI 34-223.

President Signature

Secretary Signature

Attachments: (check the ones that apply)

- ___ 1. Constitution and Bylaws
- ___ 2. Rules or Charter
- ___ 3. Financial Statement
- ___ 4. CPA Audit Report
- ___ 5. Insurance Coverage or Waiver
- ___ 6. List of Officers
- ___ 7. Meeting Minutes
- ___ 8. IRS Tax Exemption Document

1st Ind, 43 SVS/SVFP

MEMORANDUM FOR _____

Approved/Disapproved _____

Date

BETTY CRAIN, GS-12, DAFC
43 SVS Private Organization Monitor

NOTICE OF DISSOLUTION

Date: _____

MEMORANDUM FOR 43 SVS/SVFP
374 Maynard Street, Suite 210
Pope AFB NC 28308

FROM:

SUBJECT: Notice of Dissolution

1. This is notification that we are dissolving _____
(Name of Private Organization). All assets have been disposed of in accordance with AFI 34-223.

2. If you have any questions, please contact _____
(name of individual) at _____ (telephone number w/area code).

President, Private Organization

From: Smith Robert I Lt Col 43 AW/JA
Sent: Friday, April 29, 2005 3:23 PM
Subject: Use of Email for PO Fundraising

Use of government email by a private organization for fundraising generally is restricted to use within the membership of the PO. For example, if a squadron is holding a fundraiser for their morale fund, the email advertisements normally would be limited to those squadron members. This rule exists to provide 2 levels of protection.

However, if all profits from an event are going to be used for the morale and esprit de corps of the entire population, Col McDew or Col Burgess may approve the use of the email system for sending out an advertisement to the entire installation (or the Wing in the case where only the Wing benefits).

Bottom line: limit distribution to those who stand to gain from the fundraiser. If a colorable argument exists that the event will benefit the entire wing, then it can be approved for that level of distribution.

ROBERT I. SMITH, Lt Col, USAF
Staff Judge Advocate, 43d Airlift Wing
Pope AFB, NC
DSN 424-2341