

Quarter 4 TIDBITS: October-December 2019

(4 Oct 19) Authorization to Fundraise on Joint Base San Antonio

Current Air Force guidance allows installation authorized formal private organizations (PO) to conduct up to three fundraising events per calendar quarter on the installation. Your PO has authorization to fundraise on Joint Base San Antonio (JBSA) only if the attached JBSA fundraising request was completed prior to the fundraising. When properly completed, this document reflects that the PO has authorization to conduct a specific type of fundraiser on a specific day/time in a specific location; please have a copy of the authorization with you during the event.

If the 502 FSS PO coordinator, 502 FSG/JA and the 502 FSS/CL did not sign the fundraising request, the PO does not have authorization to fundraise on JBSA and should not do so. In order to deter dissolution of the PO due to continual violation, please have your on-installation fundraising requests approved through appropriate channels before the event and do not fundraise in uniform or on duty time (AFI 34-223, para. 5.2). AFI 34-223 is available on our website.

- Access <https://jbsatoday.com/>
- Scroll down to the bottom of the page
- Select the Private Organizations link

(11 Oct 19) Liability

Private organizations are liable for their actions.

From AFI34-223:

- Private organization constitution/bylaws must include certification that private organization members were notified and understand their personal financial liability for obligations of the private organization, as provided by law.
- Private organizations must have liability insurance unless the Installation Commander waives the requirement. This waiver authority may be delegated to the Mission Support Group Commander (or Force Support Group Commander). Insurance should be required unless the activities of the private organization are such that the risk of liability is negligible. Private organization members must be made aware that they are jointly and severally liable for the obligations of the private organization. The absence of liability insurance places their personal assets immediately at risk in the event of private organization liability. The commander or delegates may waive the requirement for continuous liability coverage however, the approval document must advise the private organization that the commander may still require liability insurance for specific events that involve a greater risk of injury of damage. Insurance waivers must be reevaluated annually.
- Dram Shop theory: A theory of legal liability under which servers of alcoholic beverages (facility owner, operator or employee) can be held liable for damages when they continue to serve alcoholic beverages to a customer who reaches or appears to be nearing the point of intoxication and the customer then brings harm to property, the customer or others.

(18 Oct 19) Why Private Organization Are Required to Obtain Authorization to Operate on JBSA

As it relates to real property, installation commanders shall approve written agreements that indicate permission to operate on the installation and any logistical support that will be provided. (DoDI 1000.15, Enclosure 2, paragraph 3).

(25 Oct 19) The JBSA 2019 Combined Federal Campaign

The Combined Federal Campaign changed two years ago to prohibit bake sales and other fundraisers to benefit the CFC.

This means that Private Orgs and "For Us, By Us" activity fundraisers are less likely to interfere with the CFC. In turn, this means that more PO and FUBU fundraisers can be approved during the CFC.

Commanders may still limit Private Org and FUBU fundraising within their spaces during the CFC. For example, they might not allow other fundraisers until the unit reaches 100% contact or a raises a particular amount of funds for the CFC.

So we recommend checking with a unit commander before submitting a fundraiser request during the CFC window.

This information has received legal review.

(1 Nov 19) 2019 Holiday Gift Wrapping Slots Still Available

There are still gift wrapping slots to fill. The JBSA-Fort Sam Houston slot availabilities are attached as are availabilities for JBSA-Lackland and JBSA-Randolph.

Your organization is eligible if the following apply:

Private Organizations:

- Your organization is registered with 502 FSS/FSR and authorized to operate on JBSA.
- Your organization is reporting compliant.
- Your organization will not exceed its three per calendar quarter fundraising limit.

Unit Unofficial Activities/FUBUs (For us, by us):

- Must have unit commander authorization to exist. Please submit copy of commander's authorization with the fundraising request.
- Your organization will not exceed a three per calendar quarter fundraising limit.

Army Soldier and Family Readiness Group Informal Funds:

- Must have commander authorization to operate. Please submit copy of SFRG (FRG) registration with the fundraising request.

- Your organization will not exceed a three per calendar quarter fundraising limit.

Please contact me for additional information if interested. JBSA-Lackland organizations should contact Mrs. Haley Flanagan at haley.flanagan@us.af.mil <<mailto:haley.flanagan@us.af.mil>> .

(8 Nov 19) JBSA Private Organizations, “For Us, By Us” Unofficial Activities and Soldier and Family Readiness Group informal Funds Handbook

FYI - JBSA PO Handbook (v1.1 2019) is attached and reflects changes in AFI 34-223.

Please feel free one of the following points of contact should you have any questions:

JBSA-Fort Sam Houston, JBSA-Randolph and surrounding areas: Lois York, lois.r.york@us.af.mil <<mailto:lois.r.york@us.af.mil>> or (210) 671-6044

JBSA-Lackland and surrounding areas: haley.flanagan@us.af.mil <<mailto:haley.flanagan@us.af.mil>> or (210) 671-6042

(15 Nov 19) It’s Your Money

Private organization (PO) monies (including but not limited to monies obtained through donations, fundraising and membership dues), are monies that belong to the PO. PO constitution/bylaws state how your organization elected officers/members will obtain, handle and spend these monies. No one has the authority to demand a percentage of what the PO, regardless of the purpose.

(22 Nov 19) 2019 Gift Wrapping Slots Are Still Available

Holiday gift wrapping slots are still available at all three Main Exchanges.

Please contact your private organization coordinator if you wish to fundraise by gift wrapping and any of the following apply:

- Your organization already holds authorization to gift wrap but would like to add more days
- Your formal private organization has just received authorization to operate on Joint Base San Antonio (JBSA)
- Your unit commander has authorized a “for us, by us” to operate on JBSA within the unit
- Your unit commander has authorized your Soldier and Family Readiness Group to operate on JBSA

(27 Nov 19) Your JBSA Authorization is Good for Two Years

AFI 34-223, paragraph 9.3 states that the private organization’s request for certification must be resubmitted for review and approval every two years or when there is a change in purpose, function or

membership eligibility of the PO, whichever comes first and must be reviewed by the installation Staff Judge Advocate. Your authorization to operate addresses the two-year period in paragraph 2.

For Joint Base San Antonio private organizations, this means that the PO president must submit PO documents for review at least 90 days prior to the end of the two years. Example: if the PO was authorized to operate on 13 November 2017, documents for biennial review must be submitted at least 90 days prior to 13 November 2019. If there has been a change in the purpose, function or membership eligibility within the two year time frame which received legal review, the two years certification would start at that time.

In the event PO documents are not submitted with the specified time frame, the PO loses its authorization to operate as a formal private organization on JBSA. The PO will then be required to submit a new application.

(6 Dec 19) Turn Over of Elected Officers

Attached is the JBSA PO Elected Officers form. This form is required to be completed once the newly elected officers have taken office. If the treasurer has changed, the attached JBSA PO Treasurer Acceptance Statement is also required to be completed. Submit the completed form(s) to your JBSA private organization coordinator for processing.

(12 Dec 19) Happy Holidays

Change is constant and there are always highs and lows but the success of the private organization program will always be built on your efforts. I am sure we will continue to enjoy many successes. Best wishes and happiness to you and your families this holiday season.

Tidbits will resume next year.

Thank you,

Haley and Lois