

A Quick Guide to "For Us, By Us" Unit Unofficial Activities

	Private Org	For Us, By Us
Approval Authority to Operate	502 FSG/CC ⁱ	Unit CC
Fundraiser Approval Authority	502 FSS/CL ⁱⁱ	Unit CC ⁱⁱⁱ
Fundraise on Duty Time?	No ^{iv}	Yes, but limited ^v
Fundraise in Uniform?	No	Yes ^{vi}
Announce a Fundraiser by Official Email?	No ^{vii}	Yes ^{viii}
Cap on Number of On-Base Fundraisers per Quarter?	Yes - 3 per quarter ^{ix}	No cap
Fundraise Off-Base?	Yes - no limit	Not allowed ^x
Cap on Funds?	No	\$1,000 ^{xi}
Solicit Gifts from Outside Sources?	Yes ^{xii}	Not allowed to solicit, but may accept gifts ^{xiii}
Provide Financial Documents?	To 502 FSS if earning more than \$5,000 per year ^{xiv}	To the Unit CC in all cases ^{xv}
Conduct Raffles?	Yes, if the PO has IRS 501(c) tax-exempt status	Not allowed ^{xvi}

ⁱ AFI 34-223, *Private Organizations Program*, para. 10 gives the Installation Commander approval authority to allow Private Organizations to operate on the installation. The JBSA Installation Commander has delegated this to the 502 Force Support Group Commander.

ⁱⁱ AFI 34-223, para. 10.10 gives the Installation Commander approval authority to allow Private Organizations to fundraiser on the installation. The JBSA Installation Commander has delegated this to the 502 Force Support Squadron Civilian Leader.

ⁱⁱⁱ AFI 34-223, para. 10.10.1 states "Unit commanders may approve unit unofficial activity fundraisers on the installation within the unit, and only for the unit's personnel. Fundraising outside the unit requires Installation Commander or designee approval."

^{iv} AFI 34-223, para. 1.3.2: "Service members may not perform activities for Private Organizations while in an official duty status."

^v AFI 34-223, para. 9.1 authorizes Unit Commanders to allow unit personnel to support fundraising efforts while on duty -- but warns them not to let those efforts interfere with the mission.

^{vi} AFI 36-3101, *Fundraising*, para. 5.3.4.7 states: "Because unit commanders may support and endorse 'for us, by us' fundraising events, they may allow military unit members to set up, execute and clean up from such events during the duty day and while in uniform."

^{vii} AFI 34-223, para. 11.1.3 prohibits using official email for Private Organization fundraising : "Official communication systems should not be used to advertise Private Organization fundraiser (and membership)" *Note though* that the same paragraph allows official email to be used "to inform Airmen of Private Organization events of possible interest to the unit and its families" and gives the approvable example of an email notifying members to a regular meeting of a spouses club.

^{viii} AFI 34-223, para. 9.1: "... commanders may advertise and support their fundraising efforts through the use of official communication systems (to unit members)"

^{ix} AFI 34-223, para. 10.10.2 states: "Occasional fundraising is defined as not more than three per calendar quarter."

^x AFI 34-223, para. 10.11 states: "Fundraisers conducted by unit unofficial activities [FUBUs] off the installation are not appropriate."

^{xi} AFI 34-223, para. 2.2 limits FUBUs to a monthly average of \$1,000 over a three-month period. This cap is raised by \$100 for every 50 unit members over 300, and the cap can be exceeded for up to six months if the funds will be used for a large unit event like a holiday party.

^{xii} AFI 34-223, para. 10.19.1.3 states: "Private Organizations and unit unofficial activities may accept gifts and donations from outside sources."

^{xiii} AFI 34-223, para. 10.19.1.3 states: "Unit unofficial activities will not solicit gifts."

^{xiv} AFI 34-223, para. 10.7. Additionally, Private Organizations with gross revenues over \$100,000 need an independent accountant's review, and those with \$250,000 or more need an audit by a Certified Public Accountant.

^{xv} AFI 34-223, para. 2.2.3 requires FUBUs to maintain two-person accountability over funds and submit a basic annual financial report to their Unit CC.

^{xvi} AFI 34-223, para. 10.20: "Unit unofficial activities are not authorized to conduct raffles."