

2 FSS Private Organization Annual Review Checklist

Private Organization: _____

Date: _____

Initials

1. We understand that Private Organizations (PO's) are 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. POs are not Federal entities and are not treated as such. Personal and professional participation in POs is governed by DoD 5500.7-R, Joint Ethics Regulation.	
2. All PO executive officers have reviewed DAFI 34-106, PO Program and/or the PO Guide.	
3. POs operate on Air Force installations with the written consent of the installation commander. (Authority delegated to the 2 MSG/CC).	
4. Our Constitution & ByLaws state the nature, function, objective, membership eligibility, and sources of income. (Bi-annual Requirement or when there is a change in purpose, function or membership eligibility.)	
<input type="checkbox"/> Constitution and ByLaws are current. <input type="checkbox"/> Constitution and ByLaws are due for renewal & attached.	
5. We have a current Executive Council Listing. (Annual Requirement) Submitted to FSS/FSR on	
6. Our PO must have liability insurance unless the Installation Commander waives the requirement and that liability insurance may still be required for specific events involving a greater risk of injury or damage. We have attached Insurance Waiver for renewal <input type="checkbox"/> or copy of Liability Insurance <input type="checkbox"/> (Annual Requirement)	
7. We have attached annual Financial Balance Sheet and detailed banking statements or MFR for missing documents. (Annual Requirement)	
8. We have submitted recent Meeting Minutes (Quarterly Requirement) Submitted to FSS/FSR on	
9. Our PO is _____ Tax Exempt. We understand it is our responsibility to obtain tax-exempt information and forms through the ISR office and state taxing authority. (If unsure, check the IRS.gov website under Charities & Nonprofits Search Tool).	
10. We understand all paperwork, correspondence (including fundraisers) are required to be sent to the Private Org's (2 FSS/ FSR) Email Address: 2FSS.FSR.PrivateOrg@us.af.mil	
Please indicate which category your PO is in...	
11. We understand that if our PO has a gross revenue...	
<input type="checkbox"/> over \$250,000; then a Certified Public Accountant must perform an annual audit and provide a copy of accounting report.	
<input type="checkbox"/> over \$100,000 but less than \$250,000; then an accountant is required to perform an annual audit and provide written verification of the accounting data.	
<input type="checkbox"/> less than \$100,000; provide copies of detailed banking statements and financial balance sheet.	
12. Our PO may not use the seals, logos, or insignia of the DoD, or any DoD component, DoD organizational unit, or DoD installation on organization letterhead, correspondence, titles, or in association with organization programs, locations or activities.	
13. PO officers and members must report any signs of fraud or other improprieties to their unit CC and FSS/CC/DD.	
14. We understand the use of government e-mail and equipment is prohibited. POs must furnish their own equipment, supplies, and other materials.	
15. POs and unofficial activities/organizations may not sell or serve alcoholic beverages.	
16. Our PO fundraising events will not provide/sell services or items available at AAFES or FSS NAF resale activities or directly compete with concessionaire contracts held by the same entities.	

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17. We understand that private organizations must prominently display the following disclaimer on all print & electronic media mentioning the private organizations' name confirming that the private organization is not a part of DoD: "THIS IS A PRIVATE ORGANIZATION. IT IS NOT PART OF THE DEPARTMENT OF DEFENSE OR ANY OF ITS COMPONENTS AND IT HAS NO GOVERNMENT STATUS."	
18. Uniform: We understand that fundraisers may not be conducted in members' official capacity. Therefore, private organizations will not wear uniforms during fundraisers. Units participating in a "For Us, By Us" fundraiser require their unit commander's approval to wear their uniform during the fundraiser event.	
19. We understand that we cannot advertise any fundraising event until the request is approved by the 2 FSS/CC or 2 FSS/DD (authority designated by 2 BW/CC).	
20. Fundraisers: We understand fundraiser request form must be submitted to 2FSS.FSR.PrivateOrg@us.af.mil NLT 20 business days prior to the scheduled event with all required coordination signatures. Approval is not guaranteed if requests are submitted less than the 20 days.	

Print Private Organization Executive Officer

Private Organization Executive Officer Signature

This section is completed by the 2FSS/FSR - NAF Accounting Office

Year: _____

	Q1	Q2	Q3	Q4
Number of Fundraisers				

- Current Document Checklist
- Annual Review Checklist
 - Constitution & ByLaws
 - Insurance or Waiver
 - Executive Council Listing
 - Memo of Understanding
 - Banking Statements/Balance Sheet

Comments:

FSS/FSR - Private Organization Monitor

Resource Manager/Designee