

RESOURCE MANAGEMENT FLIGHT



PRIVATE ORGANIZATION GUIDANCE

51st FORCE SUPPORT SQUADRON
OSAN AB, KOREA

AUG 2010

TABLE OF CONTENTS

	PAGE
A. DEFINITION/AUTHORITY	3
B. OVERSIGHT	4
C. INSTALLATION COMMANDER RESPONSIBILITY	5
D. FSS COMMANDER/DIRECTOR RESPONSIBILITY	6
E. FINANCIAL MANAGEMENT	7
F. AUDIT REQUIREMENTS	9
G. OPERATING POLICIES	11
H. LOGISTICAL SUPPORT	15
I. DISSOLUTION	16
J. OPTIONAL COMPUTER SOFTWARE	17

DEFINITION/AUTHORITY

- **This booklet provides information and sample documents for organizations wanting to become an officially recognized Private Organization (PO) on an Air Force Installation.**
- **POs are self-sustaining special interest groups set up by people acting outside the scope of any official position they may have in the federal government.**
- **Unofficial activities/organizations are small groups of individuals who 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.**
- **AFI 34-223, Private Organization Program, is the governing policy for establishing POs and contains guidance on their operation.**

OVERSIGHT

- **HQ USAF/ILV makes, issues, and monitors Air Force policy**
- **HQ AFSVA issues implementing procedures and guidance**
- **MAJCOMs and bases implement the policy and guidance**
- **Installation commanders authorize POs to operate on their installations**
 - ◆ **Provide limited supervision**
- **FSS/Resource Management Flight Chief monitor installation POs and unofficial activities/organizations**

INSTALLATION COMMANDER RESPONSIBILITY

- **Authorizes POs to operate on the installation**
 - ◆ **Only those which make a positive contribution in terms of morale and service**
- **Ensures compliance with AFI 34-223**
 - ◆ **Does not control or dictate internal activities or structure**
- **Withdraws authorization to operate**
 - ◆ **When no longer making a positive contribution to the installation**
 - ◆ **For any just cause**
 - ◆ **For not complying with the requirements of AFI 34-223 or other applicable directives**
- **Approves requests for fund raisers (has been delegated to FSS/CC)**
- **Designates FSS Director / Resource Management Flight Chief to monitor and advise on PO activities**

FSS DIRECTOR/DEPUTY CHIEF OF FSS RESPONSIBILITIES

- **Advises PO officers**
- **Maintains a file on each PO and reviews annually. Ensures required documents are up to date (as required)**
- **However, the situation only needs to be elevated to the commander on an exception basis: for example, if any changes in a PO's operation or activities warrant having the commander withdraw permission to operate on base, rescind the waiver and require insurance coverage, or take other action.**
- **As a minimum, files must contain**
 - ◆ **Constitution and bylaws (example at page 18)**
 - **Be updated every 2 years or when there is a change in the purpose of the PO or a change in officers**
 - ◆ **Revalidation letters showing dates of review**
 - ◆ **Financial statements/reviews, audit reports**
 - ◆ **Minutes of meetings**
 - ◆ **Proof of required insurance or appropriate waiver**
 - ◆ **Current list of officers and points of contact**
 - ◆ **Tax exempt approval from IRS (if applicable)**
 - ◆ **Other documents required by MAJCOM and/or Installation Commander and approved waivers**
- **Reviews request for fund raisers prior to forwarding to Installations Commander for approval/disapproval**
 - ◆ **Includes occasional fund-raising raffles (see specific limitations in AFI 34-223, paragraph 10.16.)**
- **Ensures detailed procedures are established in bylaws regarding personal liability and disposition of cash and assets upon dissolution of the PO**
 - ◆ **Monitors unofficial activities/organizations**

FINANCIAL MANAGEMENT

- **POs should ensure their goals and objectives are properly identified and their assets are properly controlled and programmed. Tools used in financial management are budgets and financial statements.**

- **Budgets (Example at page 20)**
 - ◆ **Is logical, detailed plan for operations that should occur, expressed in dollars for the year (may be broken out by month or quarter)**

 - ◆ **Reflect projected activities (income & expense) as well as capital purchase equipment/property**

 - ◆ **Establish financial objectives to generate sufficient income to cover planned expenses**

 - ◆ **Are comprehensive, realistic, and subject to revision**
 - **Consolidated budgets may be comprised of separate detailed income & expense projections**

 - **Comparing with actual financial statement is an excellent management performance indicator**

- **Financial Statements - Documents reflecting or accounting for monetary events that have occurred**
 - ◆ **Balance sheets (example at page 22) account for total assets (e.g., cash, accounts receivable, property, etc) and are statements of financial condition (assets vs. liabilities and net worth) at a point in time**

 - ◆ **Income and expense statements (example at page 23) provide financial breakdown of revenue (e.g., dues, sales, fees) and expenditures (e.g., donations, publicity, awards, luncheons, etc.) for the period - usually monthly**

 - ◆ **Cash accounting - Revenues are recorded when cash is received, expenses are recorded when paid**

FINANCIAL MANAGEMENT (CONTINUED)

- ◆ **Accrual accounting** - Revenues are recorded when earned, and without regard to when cash is received
- ◆ Expenses are recorded as obligations are incurred, without regard to when they may be paid
- ◆ Size and complexity of statements varies significantly depending on total dollars generated and expended by the PO
- POs with \$5,000 or less annual income are not required to provide financial statements

AUDIT REQUIREMENTS

- Gross annual revenues more than \$5,000 but less than \$100,000
 - ◆ Submit annual financial statements to FSS Commander/
Director
 - Installation Commander may require more frequent submissions
- Gross annual revenues over \$100,000 or more but less than \$250,000
 - ◆ Financial review performed by an accountant
 - ◆ Written verification of accounting information by competent authority knowledgeable in financial reporting methods.
 - ◆ Paid with PO funds
 - ◆ Conducted annually
- Gross annual revenues of \$250,000 or more
 - ◆ Audit performed by Certified Public Accountant (CPA)
 - Use of a Certified Government Financial Manager is permitted in overseas locations when unavailability of a CPA is documented through the Resource Management Flight Chief
 - ◆ CPA - An accountant who has met special requirements of a state and holds a CPA license

- **An official examination and verification of financial and records**
 - ◆ **Results in the expression of an opinion regarding financial presentation**
 - ◆ **Paid with PO funds and conducted annually**

AUDIT REQUIREMENTS (CONT.)

- **Internal control procedures established by POs can provide “checks and balances”**
 - ◆ **Areas normally reviewed: adequate segregation of duties, proper procedures for authorizations, adequate documents, and records, physical control over assets and records, and independent checks on performance**
- **Installation Commanders may request an audit by the Air Force Audit Agency to protect Air Force interests if there are signs of fraud or other improprieties**

OPERATING POLICIES

- **Must be self-sustaining, primarily through dues, contributions, service charges, fees or special assessments of its members**
- **POs are created by a group of people with a common special interest. Individuals cannot assume that they are automatically members of the PO solely by the fact that they are members of a squadron or unit. POs must provide prospective members with application forms and individuals must formally apply for membership. The constitution must advise the prospective members of their joint and individual liability with respect to their membership in the PO. Their joint and individual fiduciary responsibility includes unsatisfied obligations and claims that may be placed against the PO**
- **A PO must submit written constitution, by-laws and other similar documents, outlined in the PO Guide, through the FSS Resource Management Flight Chief and Staff Judge Advocate for consideration by the installation commander. See AFI 34-223, paragraph 9 for specific requirements**
- **A PO may use the name or abbreviation of a DoD component, organizational unit, or installation in its name, provided it takes steps to ensure its status as a PO is apparent and unambiguous, and to prevent the appearance of official sanction or support by the Air Force**
 - ◆ **The PO must have prior approval to use the name or abbreviation. The installation commander's approval of the PO's establishment, operation, and governing documents is normally sufficient to document prior approval. However, to use the name or abbreviation of a MAJCOM or MAJCOM-level organizational unit, approval of the MAJCOM/CC or designee is also required. To use the name or abbreviation of the Air Force or an Air Force-level organizational unit, HQ USAF/ILV approval is also required**
 - ◆ **A PO will not utilize the name or material part of the name of an Air Force NAFI, e.g., Morale, Welfare, and Recreation (MWR) Fund, Lodging Fund, etc., on the PO's letterhead, correspondence, or in its title**

OPERATING POLICIES (CONTINUED)

- ◆ **Any use of the name or abbreviation of a DoD component, organizational unit, or installation must not mislead members of the public to assume a PO is an organizational unit of the department of Defense. POs must prominently display the following disclaimer on all print and electronic media mentioning the PO's name confirming that the PO is not a part of the Department of Defense: "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." This disclaimer must also be provided in verbal communications and public announcements when the PO's name is mentioned**

- ◆ **A PO may not use the seal, logo, or insignia of the Department of Defense, an military department or military service organizational unit, or installation on the Po's letterhead, correspondence, or in its title. It may also not use any other seal, logo, insignia, or the like, used by DoD or any DoD component, its programs, locations, or activities on the PO's letterhead, correspondence, or in its title**

- **Income must not accrue to individual members except through wages and salaries for PO employees or other payment for services rendered**

- **Financial assistance (contributions, dividends, or donations of monies or other assets) may not be provided by non-appropriated funds (NAFs)**

- **POs will not engage in activities that duplicate or compete with AAFES or FSS activities**

- **POs will not engage in frequent or continuous resale activities**

- **POs and unofficial activities will not operate amusement machines, slot machines, or any other games of chance; nor will they engage in frequent or continuing resale activities either directly, through third parties, or in their media (e.g. newsletters, handouts, posters, special-order brochures, websites, etc.).**

- ◆ **The prohibition against frequent or continuous resale does not preclude collective purchasing and sharing of purchased items by members of the POs or unofficial activities/organizations so long as there is no actual resale**

OPERATING POLICIES (CONTINUED)

- **Installation Commander may authorize continuous Thrift Shop sales operations**
 - ◆ **Other resale activities require a waiver to operate continuously**
 - ◆ **Installation Commander may authorize occasional sales for fund-raising purposes (may be delegated to the FSS Commander/Director)**
- **For example bake sales, dances, carnivals or similar occasional functions**
- **Occasional is defined as not more than two (2) fund-raising events per calendar quarter**
- **POs are not authorized to sell alcoholic beverages**
- **POs must notify the FSS Commander/Deputy Chief of FSS of key officer changes**
- **POs will not solicit gifts or donations from nonmembers of the PO on the base**
- **POs may be the beneficiaries of gifts and donations**
- **POs will not provide on-base advertising in exchange for gifts and donations (this does not preclude a PO from acknowledging a gift or donation by letter or during an on-base event or ceremony attended primarily by PO members)**
- **POs may not conduct games of chance, lotteries, raffles, or other gambling-type activities except as provided in AFI 34-223, paragraph 10.16.**
 - ◆ **Unofficial activities/organizations may not conduct games of chance, lotteries, raffles or other gambling-type activities under any circumstances**
- **POs are required to have liability insurance unless waived by the Mission Support Group Commander (must coordinate with base Legal Office)**
 - ◆ **Waivers must be renewed annually**

OPERATING POLICIES (CONTINUED)

- **Liability**
 - ◆ **Generally, members are jointly and individually liable for the unsatisfied obligations of the PO**
- **Bonding**
 - ◆ **The treasurer is a sensitive function, especially if handling/ controlling large amounts of cash, e.g., over \$5,000**
 - ◆ **Bonding is not required, but should be considered**
 - ◆ **Consider cost of commercial "fidelity" insurance protection from a qualified underwriter against the potential dollar risk**
- **POs must advise FSS Commander/Deputy Chief of FSS of any signs of fraud or other improprieties**
- **Tax Exempt Status**
 - ◆ **Responsibility of PO to acquire if eligible and desired. Only IRS can approve an organization to have tax exempt status**
 - ◆ **POs must apply for tax-exempt status; they cannot assume they have tax-exempt status because they are a non-profit group or approved as a PO. POs should consult IRS Publication 557, Tax-Exempt Status for Your organization. When applying for tax-exempt status, the PO may be required to apply for an employer identification number even though you have no employees. This is accomplished by submitting Form SS-4, Application for Employer Identification Number. IRS publications and forms can be obtained faster and easier through the computer World Wide Web: <http://www.irs.ustreas.gov>. As a reminder, exempt organizations other than private foundations must file their annual information on Forms 990 or 990-EZ**
 - ◆ **Federal information can be obtained from the Regional IRS Office**
 - ◆ **State information can be obtained from the State Taxing Authority**

LOGISTICAL SUPPORT

- **POs must furnish their own equipment, supplies and other materials**
- **Neither NAFs nor appropriated funds will be used to support POs**
 - ◆ **Subject to availability and mission requirements, government owned equipment may be loaned or rented to POs**
- **POs may be provided space for meetings without reimbursement if use of the space is occasional and only a minor part of its other official uses**
 - ◆ **Exclusive use of space or facilities requires special approval and must reimburse for utilities as required**
- **Newly elected officers/treasurer should consult the FSS Commander/Director for guidance/training on local base requirements, procedures, and information that supplements this booklet**

DISSOLUTION

- **In case of dissolution, funds in the treasury will be used to satisfy any outstanding debts, liabilities, or obligations**
- **The balance of assets will be disposed of as determined by the membership**
 - ◆ **Must be included in constitution or bylaws**
 - ◆ **Examples include donation of residual assets to the installation Morale, Welfare, and Recreation Fund or contribution to an off-base charity (disposition must not reflect unfavorably upon the PO or the Air Force)**
- **POs should notify the FSS Commander/Deputy Chief of FSS prior to dissolution. Guidelines to consider prior to dissolution:**
 - ◆ **Prepare a time-phased plan of action to terminate operations. Revise budget if necessary**
 - ◆ **Limit expenditures to those required to liquidate liabilities or pay essential bills**
 - ◆ **PO assets will not be split among members or sold exclusively to members at dissolution, however, assets could be sold at a base-wide sale**
 - ◆ **Notify vendors of dissolution and cancel outstanding orders**

- ◆ For disposal of assets, use AFI 34-401, Use of Funds, as a guide
- All records and documentation remain the property of the PO

OPTIONAL COMPUTER SOFTWARE

- Large organizations may consider purchasing software, which can perform accounting, print financial reports and checks, maintain cash balances, track reports, etc
 - ◆ A variety of computer software programs that are user friendly and relatively inexpensive are available
 - ◆ Although not officially endorsed, many wives' clubs use "Quicken 8.0" (the list price is approximately \$40)
 - ◆ Consult your local computer retailer to determine which program best suits your needs. If additional help is required, consult the FSS Commander/Director

ATTACHMENT 1 SAMPLE FORMAT

CONSTITUTION AND BYLAWS

**Constitution
(Organization Title)**

**Article 1
Name and Purpose**

(NOTE: The name or seal of the Department of Defense or acronym "DoD", the name, abbreviation, or seal of any department of military service, the name or material parts of any Air Force NAF Instrumentality, to the seal, insignia or other identifying device of the local installation (without approval of the installation commander) may not be used in the POs title or letter head)

**Article 2
General Provisions**

(Include the following paragraphs as separate sections of Article 2 as appropriate)

Section

The (organization) operates on a military base only with the consent of the installation commander. Operation is contingent on compliance with the requirements and conditions of all applicable Air Force directives.

Section

The membership (is) (is not) liable under the laws of (name of state or other jurisdiction in which the PO is organized) for organizational debts in the event the organization's assets are insufficient to discharge liabilities.

Article 3 Officers and Governing Body

Article 4 Membership or Patronage (Include membership eligibility, should be primarily limited to members of the DoD community)

Article 5 Method of Financing (Include all proposed sources of income)

Article 6 Activities

Article 7 Meetings and Quorums

Article 8 Adoption and Amendments (Include "Subject to final review by the installation commander")

Article 9 Dissolution (Include the following paragraph as a separate section of Article 9)

Section

In case of dissolution of the organization, funds in the treasury at the time will be used to satisfy any outstanding debts, liabilities, or obligations. The balance of the assets will be disposed of as determined by the membership.

Article10 Insurance (Required)

Bylaws

**Article 1
Duties of Officers**

**Article 2
Election and Voting**

**Article 3
Dues and Fees**

**Article 4
Standing Committees**

**Article 5
Finances and Taxes**

**Article 6
Insurance coverage**

**Article 7
Awards/Gifts**

This charter was approved by a majority of the (name of PO) and became effective (date).

**//Signed//
President, (name of PO)**

1st Ind, 51 MSG/CC

MEMORANDUM FOR (NAME OF PO)

Approved/disapproved

**LUKE E. CLOSSON III, Col, USAF
Commander, 51st Mission Support Group**

**ATTACHMENT 2
SAMPLE FORMAT**

**SPOUSES' CLUB
PROPOSED BUDGET
FOR THE PERIOD (MONTH/YEAR TO MONTH/YEAR)**

	Prior Year Actual	Current Year Budget	Next Year Budget
<u>Income</u>			
Membership Dues	\$8,000	\$8,200	\$10,000
Savings Account Interest	360	320	360
Ways & Means			
Art Auction	1,500	2,000	2,100
Bazaar	3,300	4,000	4,200
Christmas Ball	2,880	3,000	3,200
Luncheon/Dinners	2,400	2,880	3,000
Special Fund Raiser	13,000	13,000	13,000
Other	0	200	50
Thrift Shop	24,000	23,000	24,000
Tours	7,000	5,000	0
Misc.	20	50	50
Total Income and Receipts	\$62,460	\$61,650	\$59,960
<u>Expenses</u>			
Ways & Means			
Art Auction	\$1,100	\$1,500	\$1,600
Bazaar	2,800	3,500	3,600
Christmas Ball	2,500	2,700	2,900
Luncheons/Dinners	2,000	2,300	2,400
Special Fund Raiser	4,000	3,200	4,000
Other	0	80	20
Thrift Shop	19,000	18,400	19,200
Tours	6,500	4,500	0
Protocol	200	240	250
Publicity	200	240	250
Donations			
Scholarships	10,000	10,000	11,000
Air Force Village	4,000	4,000	4,200
Base Youth Center	5,000	5,000	5,100
Community Charities	400	400	500
Awards	200	210	220
Treasurer	50	55	60
Recording Secretary	50	55	60
Miscellaneous	420	600	600
Total Expenses & Distributions	\$58,420	\$56,975	\$55,960
Net Income (Loss)	\$4,040	\$4,675	\$4,000

**ATTACHMENT 3a
SAMPLE FORMAT**

**SPOUSES' CLUB
Statement of Cash Position
For the Month of September, 200_
(Cash Basis)**

	This Month Ending Balance	Last Month Ending Balance	This Month Increase/Decrease
<u>Assets</u>			
Cash	\$8,100	\$6,880	\$1,220
Checking	6,600	5,620	980
Savings			
<u>Total Assets</u>	<u>\$14,700</u>	<u>\$12,500</u>	<u>\$2,200</u>

**ATTACHMENT 3b
SAMPLE FORMAT**

**SPOUSES' CLUB
Balance Sheet
For the Month of September 200_
(Accrual Basis)**

	This Month Ending Balance	Last Month Ending Balance	This Month Increase/Decrease
<u>Assets</u>			
Cash	\$8,100	\$6,880	\$1,220
Checking	6,600	5,620	980
Savings	0	0	-
Receivable	50	150	(100)
Dues	400	0	400
Art Auction	200	900	(700)
Bazaar	0	0	0
Christmas Ball	200	200	0
Luncheons/Dinners	900	600	300
Special Fund Raiser	0	0	0
Prepaid Expense	150	150	-
<u>Total Assets</u>	<u>\$16,600</u>	<u>\$14,500</u>	<u>\$2,100</u>
<u>Liabilities</u>			
Accounts Payable			
Art Auction	\$300	\$150	\$150
Bazaar	200	700	(500)
Christmas Ball	0	0	0
Luncheons/Dinners	220	200	20
Special Fund Raiser	180	450	(270)
Other	0	0	0
Prepaid Revenues		2,600	1,000
			1,600

Total Liabilities	<u>\$3,500</u>	<u>\$2,500</u>	<u>\$1,000</u>
Fund Equity(Net Worth)	<u>\$13,100</u>	<u>\$12,000</u>	<u>\$1,100</u>
TOTAL LIABILITIES & FUND EQUITY	<u>\$16,600</u>	<u>\$14,500</u>	<u>\$2,100</u>

**ATTACHMENT 4a
SAMPLE FORMAT**

**SPOUSES' CLUB
Monthly Income and Expense Statement
For the Month of September 200_
(Cash Basis)**

	This Month	This Year To-Date
<u>Income</u>		
Membership Dues	780	5,800
Savings Account Interest	30	240
Ways & Means		
Art Auction	1,700	1,700
Bazaar	700	3,900
Christmas Ball	0	0
Luncheons/Dinners	240	2,000
Special Fund Raiser	700	8,100
Other	90	200
Thrift Shop	2,000	17,800
Tours	1,600	2,600
Misc.	0	50
Total Income & Receipts	<u>\$ 7,840</u>	<u>\$42,390</u>
<u>Expenses</u>		
Ways & Means		
Art Auction	\$1,200	\$1,200
Bazaar	500	3,200
Christmas Ball	0	100
Luncheons/Dinners	180	1,600
Special Fund Raiser	620	2,700
Other	30	60
Thrift Shop	1,700	14,400
Tours	0	200
Protocol	20	120
Publicity	20	120
Donations		
Scholarships	0	10,000
Air Force Village	0	3,000
Base Youth Center	1,000	3,000
Community Charities	200	200
Awards	100	100
Treasurer	10	90
Recording Secretary	10	30
Miscellaneous	50	450
Total Expenses & Distributions	<u>\$5,640</u>	<u>\$40,570</u>
Net Income (Loss)	<u>\$2,200</u>	<u>\$1,820</u>

**ATTACHMENT 4b
SAMPLE FORMAT**

**SPOUSES' CLUB
Monthly Income and Expense Statement
The Month of November 200_
(Accrual Basis)**

	This Month	This Year To Date
<u>Income</u>		
Membership Dues	\$680	\$6,000
Savings Account Interest	30	240
Ways & Means		
Art Auction	2,100	2,100
Bazaar	0	4,100
Christmas Ball	0	0
Luncheons/Dinners	240	2,080
Special Fund Raiser	1,000	9,000
Other	90	200
Thrift Shop	2,000	17,800
Tours	0	0
Misc.	0	50
Total Income & Receipts	<u>\$6,140</u>	<u>\$41,570</u>
<u>Expenses</u>		
Ways & Means		
Art Auction	\$1,350	\$1,500
Bazaar	0	3,400
Christmas Ball	0	100
Luncheons/Dinners	200	1,600
Special Fund Raiser	350	2,800
Other	30	60
Thrift Shop	1,700	14,400
Tours	0	200
Protocol	20	120
Publicity	20	120
Donations		
Scholarships	0	10,000
Air Force Village	0	3,000
Base Youth Center	1,000	3,000
Community Charities	200	200
Awards	100	100
Treasurer	10	90
Recording Secretary	10	30
Miscellaneous	50	450
Total Expenses & Distributions	<u>\$5,040</u>	<u>\$41,170</u>
Net Income (Loss)	<u>\$1,100</u>	<u>\$400</u>

SAMPLE FORMAT
CHARTER
PRIVATE ORGANIZATION OFFICERS
AS OF _____

NAME OF PRIVATE ORGANIZATION: _____

PERMANENT ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

PRESIDENT: Name/Rank _____
Work Address _____
Home Address _____
City _____ State _____ Zip _____
Work Nr. _____ Home Nr. _____
Deros _____

VICE PRESIDENT Name/Rank: _____
Work Address _____
Home Address _____
City _____ State _____ Zip _____
Work Nr: _____ Home Nr: _____
Deros _____

SECRETARY Name/Rank _____
Work Address _____
Home Address _____
City _____ State _____ Zip _____
Work Nr: _____ Home Nr: _____
Deros _____

TREASURER Name/Rank _____
Work Address _____
Home Address _____
City _____ State _____ Zip _____
Work Nr _____ Home Nr: _____
Deros _____

SAFETY OFFICER Name/Rank _____
Work Address _____
Home Address _____
City _____ State _____ Zip _____
Work Nr: _____ Home Nr: _____
Deros _____

OTHER Name/Rank _____
Work Address _____
Home Address _____
City _____ State _____ Zip _____
Work Nr: _____ Home Nr: _____
Deros _____

PERSONAL DATA - PRIVACY ACT OF 1974
(5 U.S.C. 552a)

NOTE: CHANGES IN CLUB OFFICERS SHOULD BE PROMPTLY REPORTED TO 72 SPTG/SVF -- ASAP. PLEASE USE THIS SHEET. ADDITIONAL COPIES ARE AVAILABLE UPON REQUEST.

SAMPLE FORMAT
Membership Application

NAME (Last, First MI)	Home Phone
ADDRESS	Duty Phone
Organization/Firm	Membership Number
APPLICATION FOR MEMBERSHIP IN: Name and Address of Private Organization	
Signature:	

PRIVACY ACT STATEMENT

1. Private organizations requiring members to disclose social security numbers and other personal information protected by the Privacy Act of 1974 must include privacy act statement on requesting form.
2. This statement may be as general as: "Requested information will not be disclosed without prior written consent of provider under the Privacy Act Statement of 1974 authorized by USC Executive Order 9397.
3. Should a more specific statement need to be prepared, the Staff Judge Advocate is available for such guidance.

MEMORANDUM FOR 51 FSS/CC
51 MSG/CC

FROM: (Name of PO)

SUBJECT: Waiver of Private Organization (PO) Insurance Requirement

1. On behalf of the membership of (Name of PO), we request an insurance waiver. In accordance with paragraph 10.11 to AFI 34-223, the installation commander may waive the requirement for continuous liability coverage; however, the approval document must advise the PO that the commander may still require liability insurance for specific events that involve a greater risk of injury or damage. We understand that insurance waivers must be reevaluated annually.
2. We have made our PO members aware that they are jointly and individually liable for the obligations of our PO, and their understanding of the liability has been documented. We realize our responsibility to maintain adequate insurance coverage commensurate with the risk posed to the public and the PO members. As we are generally a low-risk organization in our daily activities, full coverage insurance is generally unnecessary. However, should we engage in activities, which directly increase the risk to the public or to our membership, we would procure the appropriate insurance type and level. Such instances include, but are not limited to:
 - a. Bazaars, as a co-sponsor who furnishes workers.
 - b. Any fund-raising activities open to the general public, where athletic or sports-type activities are sponsored or conducted by the PO.
 - c. Fund-raising activities where food is prepared and/or sold by the PO.
3. Further, we realize that claims against the organization for injury or damage caused by our negligence can impose liability on each member in the event we lack insurance coverage or in the case where the claim exceeds our coverage.

Sign
President

1st Ind, 51 MSG/CC

MEMORANDUM FOR (Name of PO)

Approved/disapproved

LUKE E. CLOSSON III, Col, USAF
Commander, 51st Mission Support Group

ANNUAL REVIEW CHECKLIST

Review Date: _____

Private Organizations Name: _____

1. Is your constitution current? _____
2. Is your insurance waiver (if applicable) current? _____
3. Is your insurance current (if applicable)? _____
4. Do you have an accurate accounting of funds generated and spent? _____
5. Do you have approval to operate as a private organization? _____
6. Do you provide a copy of your officer listing to 51 FSS/FSR when ever it changes? _____
7. Do you provide a copy of meeting minutes to 51 FSS/FSR (if minutes are published)? _____

Signature of Private Organization

Signature of Chief, Resource Management

DATE

MEMORANDUM FOR 51 FSS/FSR

FROM:

SUBJECT: Request for Unofficial Activity Status

1. _____ desires status as an unofficial activity authorized to exist and operate as a self-sustaining special interest group on Osan AB, Korea. Our organization does neither generate nor maintain assets in excess of one thousand (\$1,000) dollars in any given three (3) months period. Should our assets exceed one thousand dollars per month for more than three consecutive months, we will immediately make application for status as an authorized private organization IAW AFI 34-223, Private Organization (PO) Program.
2. So that 51 FSS/FSR may comply with his/her responsibility to monitor all private organizations at Osan AB, the following information will be provided:
 - a. The financial statement of the previous year's financial activity will be submitted NLT 15 February of each year.
 - b. The privacy act statement with names, duty phone, home phone, and PO Box or address of current officers and points of contact will be submitted each time an officer changes.
3. We recognize that our status as an unofficial activity is with the express permission of the Commander, 51 MSG/CC. Except for the constitution and by-laws, if necessary, we will comply with the requirements of AFI 34-223.
4. The purpose of the activity is (be specific).

Signature of Requester