

**82 FSS Initial/Annual Officer Checklist**

**Unofficial Activity** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Initial/Annual Officer Checklist** **Initials**

1. I understand that Unofficial Activities (UA) (e.g., coffee funds, water funds, sunshine funds are not considered Private Organizations, unless current assets (cash, receivables and investments) exceed a monthly average of \$1,000 over a three (3)-month period. On-hand inventory is not included in current asset calculations.	
2. All officers reviewed AFI 34-223, Private Organizations Program in its entirety.	
3. Our Request for Status states the purpose of the activity. (Annually)	
4. Our financial statement confirms our UA status. (Annually)	
Date: _____	
5. We have a current Officer Listing (Annually)	
Date: _____	
6. We have a current Insurance Waiver (Annually)	
Date: _____	

**I understand that....** **Initials**

7. UAs which exceed the asset limit (\$1,000) must become a recognized Private Organization, discontinue operations, or reduce its current assets below the \$1,000 threshold.	
8. UAs may temporarily exceed the asset limit (\$1,000) for a time period not to exceed six (6)-months; if the substantial majority (more than 75%) of assets will be expended on an upcoming large unit event such as a holiday party, military ball, etc. The \$1,000 average monthly limit may be increased by \$100 for every 50 unit members over 300 members, to a maximum of \$5,000 monthly average	
9. At a minimum, unofficial activities will implement the following financial controls: * Maintain a two (2)-person accountability system for all cash transactions. * Submit a basic annual financial report to FSS detailing income and expenditures throughout the year	
10. Our UA 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.	
11. Our UA must have liability insurance unless the Installation Commander waives the requirement. This will need to be reviewed annually.	
12. We have reviewed AFI 34-223, AFI 36-3101 and 2019 PO Guide and will abide by all rules and regulation contained within.	

\_\_\_\_\_  
Unofficial Activity Officer  
Digital Signature or  
Print and Sign Name

\_\_\_\_\_  
Unofficial Activity Monitor  
Digital Signature or  
Print and Sign Name

\_\_\_\_\_  
Resource Manager  
Digital Signature or  
Print and Sign Name