

<b>Private Organizations vs. Unofficial Activity Comparison</b>			
<b>Private Organization (PO)</b>		<b>Unofficial Activity (UA)</b>	
Private Organizations are self-sustaining special interest groups, set up by people acting exclusively outside the scope of any official capacity or agents of the Federal Government. They operate on Air Force installations with the written consent of the installation commander.		Unofficial activities' fundraising efforts are considered "for us, by us" fundraising. <i>Unofficial Activities are still Federal entities and may not solicit gifts from outside sources or engage in off base fundraising.</i>	
<b>Approval Authority to Operate</b>			
82 MSG/CC		Unit CC, (file w/82FSS)	
<b>Fundraiser Approval Authority</b>			
82 FSS/CC		Unit CC – Not base wide.	
<b># of Fundraisers per Quarter?</b>			
3 per quarter		Unit CC discretion	
<b>Fundraise Off-Base?</b>			
Yes		No	
<b>Solicit Gifts from Outside Sources?</b>			
Yes		No but may accept gifts, 'for us, by us'	
<b>Operating Documents</b>			
<b>Private Organization</b>		<b>Unofficial Activity</b>	
Constitution & Bylaws	Renew every 2 years	Notification of UA Status	Renew Annually
Insurance Waiver Or Insurance Policy	Renew Annually	Not Required	
Current Officer Listing	Update Annually	Current POC Listing	Update Annually
Treasurer Statement	Update Annually	Not Required	
Meeting Minutes	Frequency Determined by ByLaws	Not Required	
Financial Statement	Provided Annually	Financial Statement	Provided Annually
<b>Fundraising/Donation Documents</b>			
<b>Private Organization</b>		<b>Unofficial Activity</b>	
Fundraiser Request	3 allowed per quarter	Unit Commander approves requests to fundraise within the unit only. May not fundraise base-wide or off-base.	
InKind Donation Request Memo – Used for clothing or canned food drives for local charitable organizations.			
DDForm 2970 – Application for Temporary Food Establishment			
Temporary Food Service Operation Guidelines			
Appendix-Temporary Food Establishments			
<b>Regulations/Guidance</b>			
2019 PO Guide			
AFI 34-223 Private Organizations Program			
AFI 36-3101 Fundraising			
Memo: Use of Government IT Resources to publicize fundraisers by Private Organizations.			
Texas Raffle Rules			