



DEPARTMENT OF THE AIR FORCE
52D FIGHTER WING (USAFE)

20 August 2021

MEMORANDUM FOR PRIVATE ORGANIZATIONS

FROM: 52 FW/JA

SUBJECT: Fundraising Guidance and Rules for Private Organizations

References: (a) AFI 34-223, 31 December 2018, *Private Organizations Program*
(b) AFI 36-3101, 9 October 2018, *Fundraising*

1. This memorandum serves as guidance for private organizations who want to conduct fundraising. Private organizations should review and familiarize themselves with the following rules and guidance below, including the Air Force Instruction (AFI) references above before conducting fundraising.

a. Private organizations, to include unofficial activities are self-sustaining special interest groups, set up by individuals acting exclusively outside the scope of any official capacity as officers, employees, or agents of the Federal Government. AFI 34-223, para. 1, *Private Organizations Program*. They operate on Air Force installations with the written consent of the installation commander. *Id.* The installation commander may authorize these organizations to conduct fundraisers. AFI 34-223, para. 5.3. Installation commanders has delegated this approval authority to the Force Support Squadron Commander/Director.

b. Service members may not perform duties related to the private organization while in an official duty status or while in uniform. They may not use official communication to support the private organization. AFI 34-223, para. 1.3. They may not make direct solicitations for donations from non-members on base or off base. They must furnish their own equipment, supplies, and other materials and are ***not*** permitted to use unit assets to host a fundraising event. AFI 34-223, para. 11.

c. These organizations may only hold a maximum of three fundraisers per calendar quarter. AFI 34-223, para. 10.10.2.

d. Fundraising activities may not compete with Air Force Exchange Services or Force Support Squadron Nonappropriated Funds Instrumentalities. AFI 34-223, para. 10.8.

e. It is Spangdahlem Air Base policy that private organizations may not conduct fundraising off the installation.

f. Private organizations are prohibited from engaging in any conduct that has the effect of advertising for, making referrals to, or encouraging use of any commercial business concerns. AFI 34-223, para. 10.13. Private organizations must prominently display the following

disclaimer on all print and electronic media mentioning the private organization's name "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." AFI 34-223, para. 10.1.2.3.

g. Private organizations must have liability insurance unless the Installation Commander waives the requirement. AFI 34-223, para. 10. 15.

h. Fundraising efforts cannot be conducted during the Combined Federal Campaign (CFC) or Air Force Assistance Fund Campaigns (AFAF), except to support unit holiday parities is allowed during the CFC. AFI 36-3101, para. 5.1., *Fundraising*.

2. The above rules and guidance are not an exhaustive list. Private organizations should review and familiarize themselves with the rules and guidance above, including the relevant AFIs before conducting fundraising.

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