

**BY ORDER OF THE COMMANDER
GRAND FORKS AIR FORCE BASE**

**GRAND FORKS AIR FORCE BASE
INSTRUCTION 34-223**

14 OCTOBER 2014

Services



**FUND-RAISING FOR ALL GRAND FORKS
AFB PRIVATE ORGANIZATIONS AND
UNOFFICIAL ACTIVITIES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction establishes procedures for private organizations in organizing and executing fund-raising events for Grand Forks AFB. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afrims/afrims/>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional's chain of command.

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. Major changes include: Deleted all references to Services and replaced with Force Support. Clarified customer responsibilities in regards to requesting approval, organizing, and executing fund-raising events on Grand Forks AFB. AFI 34-223, *Private Organizations (PO) Program*, remains the prescribing directive for Private Organization fund-raising activities.

1. Responsibilities

1.1. The primary purpose of this instruction is to implement guidance for organizing and executing fund-raising events for Private Organizations on Grand Forks AFB. The Air Force Private Organization Guide, HQ AFSVA, 2007 and AFI 34-223, Private Organizations (PO) Program, 8 March 2007 set forth policies and procedures for the management of all Private Organization's activities.

2. Policies.

2.1. The installation Commander designates the MSG/CC as the approving official for fund-raising events held on Grand Forks AFB. Fund-raising events must be requested on a fund-raising request form.

3. General Provisions.

3.1. Fund-raising events must be requested on a fund-raising request form located on the Grand Forks AFB Force Support website. Your request will be routed through the appropriate coordination prior to submission to the 319 MSG and 319 FSS Commanders. Fund-raiser requests need to be submitted at least two (2) weeks prior to the proposed fund-raising event. Private organizations and unofficial activities may not begin fund-raising efforts (including advertisement) until you have written approval from the 319 MSG/CC.

3.2. Coordination for fund-raising events depend on the type of activity proposed. Military Public Health must coordinate on all events involving food. The Security Forces Squadron will coordinate on all events affecting traffic or security. The facility manager of location of event must coordinate to ensure knowledge of the event. Coordination with state government agencies may be required for certain type of activities such as raffles or games of chance. All coordination must be complete prior to submission to the 319 MSG and 319 FSS commanders.

3.3. Private organizations and unofficial activities are prohibited from soliciting donations from any off-base business, firm, or corporation without prior approval from 319 FSS Marketing or 319 ABW/CCC. Private organizations and unofficial activities must not under any circumstances present themselves as representatives of the US Air Force or Grand Forks AFB. Private organizations and unofficial activities are prohibited from requesting or soliciting donations on base, to include squadron Christmas parties.

4. Procedures For Resale Activities.

4.1. Sales must be limited to infrequent occasions. Any request for frequent or continuous sales of merchandise requires an AF- level waiver.

4.2. The Installation Commander or designated representative may approve the occasional sale of merchandise for fund-raising; however, the merchandise must not be listed in AFI 34-211(I), *Morale, Welfare, and Recreation Army and Air Force Exchange Service Operations*.

4.3. Private organizations, unofficial activities and/or any non Force Support Squadron or AAFES activity may not conduct fund-raising activities in Non-Appropriated Fund Instrumentality (NAFI) facility unless coordinated with or, under contract to that activity. The hosting activity must be receiving benefit or reimbursement (financial or otherwise) for the use of the facility or services being provided.

4.3.1. Private organizations, unofficial activities, and/or any non Force Support Squadron or AAFES activities are categorized into three groups for this purpose:

4.3.1.1. Favored support: Activity manager determines that the event or activity will support or enhance the facility's mission. NAF cost will be recovered through the details of the event, i.e. food or bar sales

4.3.1.2. Complimentary support: Activity manager determines that the event compliments the operation or mission, and assess an "at cost fee" for the use of the NAF services provided.

4.3.1.3. Private enterprise support: Activity manager determines that the event is not necessarily favored or complimentary and is in fact mostly beneficial to the event owner and not the public. Manager will assess a fee commensurate with expected event revenue generation, i.e., 20% of receipts.

5. Procedures For Other Fund-Raising Activities.

5.1. Any food sales must be coordinated through the Military Public Health office. When other than pre-packaged food is served, all food servers and preparers must have food handlers training. All food purchased for resale must be purchased from an approved source. Proper food preparation and storage requirements must be maintained IAW applicable regulations.

5.2. Private organizations and unofficial activities using the commissary to purchase items to be resold during fund-raising events must ensure that all customers are authorized commissary use. Commissary items may not be purchased with the "intent" to resell to unauthorized users, to include sales at squadron funded snack bars to civilians.

5.2.1. Private organizations and unofficial activities are encouraged to register with the IRS for tax purposes. Private organizations and unofficial activities should request to be issued a 'tax exempt' number which would allow organizations to purchase resale items from commercial sources without having to pay sales tax. The Mission Support Group and Force Support Squadron sometimes contracts officially registered organizations to conduct operations for services at carnivals and air shows. All organizations must report earnings in accordance with the US Federal tax code. The tax ID number would allow the organizations to be compensated with the resulting IRS Form 1099 being assigned to the organization and not to an individual's income statement.

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Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 34-223, *Private Organizations (PO) Program*, 8 March 2007

Air Force Private Organization Guide, *HQ AFSVA*, 2007

Prescribed and Adopted Forms

Prescribed Forms: No Forms prescribed by this publication.

Adopted Forms: AF Form 847, *Recommendation for Change of Publication*.

Abbreviations and Acronyms

AAFES—Army Air Force Exchange Service

AF— Air Force

AFB— Air Force Base

AMC— Air Mobility Command

AMCI— Air Mobility Command Instruction

OPR— Office of Primary Responsibility

Terms

Accountable Forms—Forms that the Air Force stringently controls and which cannot be released to unauthorized personnel, since their misuse could jeopardize DOD security or result in fraudulent financial gain or claims against the government.

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