

Welcome Private Organizations!

These Are The Slides From March 16 2022 Private Organizations' Meeting

Private Organization's General Information

Website www.https://86fss.com/private-organizations/

- ≻ AFI's
- Frequently Asked Questions
- ➤ Templates
- Fundraiser Request Forms
- Bank Authorization Forms

Private Organization Administrator

- Mrs. Catherine Jennings
- Private Org box: 86FSS.privateorgs@us.af.mil
- Email: Catherine.Jennings.1@us.af.mil
- DSN: 480-8728/06371-47-8728
- Location: Building 2118 (Vat Office) 2nd Floor, Office 220
- > Available to Hosts one on ones with POs' Officers

Education Center

Ramstein Education Center & College Campuses

- Education Advocates:
 - For Airmen interested in using Military Tuition Assistance, we conduct Initial TA Counseling briefings on Mondays at 1400 through Zoomgov. Sign up with Appointments Plus: https://booknow.appointment-plus.com/9rm3mcns/
 - Currently the Ramstein Education Center is operating with a limited staff and the best way to reach us is by email at 86fss.ramsteineducationcenter@us.af.mil.
 - > For now, we need to suspend in-person appointments, no walk-ins, please.
 - Ramstein Air Base host College campuses are open for walk-in's and welcome members to visit anytime! Campuses are located alongside Education Center.

Ramstein Education & Training Center 86 FSS/FSDE Bldg. 2120, 4th Floor





Professional Development Center





Career Assistance Advisors

SMSgt Codi Bowman MSgt Adam Ybarra Ramstein.caa@us.af.mil DSN: 480-9472/73



What We Do



- Advisors to CC's and SEL's on Force Management
- Conduct Professional Enhancement Programs
 - First Term Airmen Course
 - AMN Professional Enhancement Seminar
 - NCO Professional Enhancement Seminar
 - SNCO Professional Enhancement Seminar
 - Informed Decision Seminar
- Provide Enlisted Career Counseling
- Provide Declination Statement Advisement

Ramstein.caa@us.af.mil DSN: 480-9472/73





SMSgt Codi Bowman

MSgt Adam Ybarra

Are you an Official Organization or Unofficial Activities ?

Official Private Organizations:

➢ Have a bank account that exceeds over \$1000 in an average of 3 months

Have a need for by-laws, constitution and Insurance/waiver

Unofficial Activities

- Have a bank account that does not exceed over \$1000 in an average of 3 months
- Small Unofficial Activities include coffee funds, flower funds, sunshine funds, and other small operations that are generally not considered an Official Private Organization

What Is Required and Authorized for Official Private Organization's?

* <u>Required</u>

- Submit renewal application 30 days prior to charter expiration
- Conduct background checks if working with children
- > Submit minutes and financials quarterly (Up to 15 days after the end of the quarter)

* <u>Authorized</u>

- Obtain a Bank Account at SCU or Community Bank
- > Fund raise on base with proper paperwork and approval (Three per quarter) on base
- Advertise fundraisers, activities and membership drives, following installation excellence requirements
- Open a PO box at the Ramstein Community Center

How To Stay in Compliance

Official Private Organization's Documents

- Biyearly
 - Constitution
 - Bylaws
 - Charter Letter

> Yearly

- Insurance/Waiver
- Officers list (Update whenever there is a change)
- Bank Authorization Form (Wet signatures ONLY)

Unofficial Activity Documents needed

- > Yearly
 - Officers list (Update whenever their is a change)
 - Bank Authorization Form (Wet signatures ONLY)
 - Renew Unofficial Activity Letter

Quarterly Chart

Quarters are the following

1 Jan – 31 March

• Minutes, financials, and budgets are due no later than 15 April

> 1 April – 30 June

• Minutes and financials are due no later than 15 July

≻ 1 July – 30 Sept

• Minutes and financials are due no later than 15 Oct

≻ 1 Oct – 31 Dec

• Minutes and financials are due no later than 15 Jan

Basic Fundraising Guidelines

Basic Guidance for Fundraising

- > Must be compliant to fundraiser (Official POs and UAs must be in "good standing")
- Only three times a quarter
- Cannot solicit for donations on base (includes housing or any businesses on base)
- > No fundraising during AFAF (This year it is March 28th May 6th)
- > Cannot advertise the fundraiser until your PO is APPROVED!
- Cannot send out base-wide emails with your government email
- > Can post on social media, bulletin boards, etc., with permission of the facility
- Cannot fundraise in uniform
- Cannot receive commercial sponsorship
- Cannot sell Alcoholic beverages

INSTRUCTIONS

	FUNDRAIS	SER REQUEST FO	ORM	
TO: 86 FSS Ramstein Air Base, Germany	FROM: ORGANIZATION REPRESENT	ED (Name and Address)		DATE REQUEST SUBMITTED
United States of America has his event, whether or not cau	zation to hold a fundraising event on Ramst rmless from and against any and all claims used or contributed to by any negligence or Forces. I understand that members of this P	, loss, and liability, however alleged misconduct on the	er caused, arising out of e part of any employee of	, or in any way connected with of the United States or member
NAME/EMAIL/PHONE NU		TIME(s) and DATE(s) OF THIS FUNDRAISER		
SIGNATUL OF RESPONSIBLE INDIVIDUAL			DATE(s) OF LAST FUNDRAISER	
Please Read Instructions on Page 2 Prior to Completing Form			NO. OF EXPECTED PARTICIPANTS	
-Please Type-			ADULTS	CHILDREN UNDER 12
location of the fundraiser (party or to raise funds for a more information on a sepa What: Where: Why: The Joint Ethics Regulation p E-mail, the Internet) or any o	t e.g.: WHAT: wishes to hold a bake physical location) WHY: funds to be used local scholarship. (Be as specific as you o rate page.)	to offset cost of our unit's an be. If necessary, attach (telephones, fax machines, nat would reflect adversely	True False Chu made up of A 2. All partic uniform, and, during duty h pass. 3. This even 4. The locati workplace. 5. This even housing. 6. This organissurance if n 7. If this even the last 3-moti 8. This even drives. AFAF 9. All organ	ent is represented by an unofficial ts were below \$1000 average for
	COORDINATION: Ple	ase see page 2 for more infor		innutes and outgets.
DFFICE A: Facility Manage	= · · · · i done	C: Private Orgs Office	Other	Other
	AENDATION. (IE DEOLIDED)			
_	MENDATION: (IF REQUIRED) al INTERNAL program AWAY FROM the wor ER:	kplace A le	Denial ocal INTERNAL program	AT the workplace
Remarks:		Signature:		
Subject to Instructions:				
DECISION OF APPR	OVAL AUTHORITY: YOUR REQ	UEST TO CONDUCT A FU	NDRAISER IS:	APPROVED DENIED
REMARKS/LIMITATIO	NS:			
F. NAME, GRADE, AND DU JOHN D. FRAZIER L.T.(SIGNATURE		

86th Force Support Squadron

Appropriate coordination and approval are required on all fundraising requests. **Proper coordination procedures are listed below; please follow each to ensure the proper agencies have reviewed your request.** Any changes made to the original request, must be sent back with the revisions made to the PO's Office for another review. This is to include changes made after the final approval. If instructions are not followed or if fundraising is done outside the scope of the approved fundraiser request, 86 FSS/FSR reserves the right to penalize the organization accordingly.

- 1. All fundraising activities must be coordinated through 86 FSS Private Organizations Office. Generally, fundraising is governed by DoD 5500.7-R, AFI 34-223, AFI 36-3101, and the Joint Ethics Regulation (JER). However, other restrictions may apply.
- 2. Private Organizations <u>must not</u> do anything that implies Federal endorsement of a fundraising event and may not actively participate in fundraising while on duty, in uniform, or while at the workplace. All DoD members who participate in the event must do so with the clear understanding that they may only do so in their capacity as individuals. Civilian employees, like military members, are subject to the requirements of AFI 36-3101 and the JER.

3. Organizations are authorized to conduct three fundraisers per quarter.

- 4. Fundraisers are to be conducted away from the workplace. The installation commander determines which areas of the installation are and are not workplaces. The AFI provides examples of what are considered "workplaces" (offices, hangars, flight line) and what are not considered "workplaces" (base quarters, entrances, lobbies or concourses of buildings, schools, chapels, break rooms). The requirement that fundraising not occur at the workplace is not affected by the military status of those engaged in the fundraiser.
- 5. A fundraiser may not consist of frequent/continuous resale activities or compete with the Exchange or NAFI activities.
- 6. Door-to-door solicitation is largely prohibited in military housing areas. This prohibition exists to protect the security of the installation, avoid high-pressure sales techniques and allow military personnel and their families a peaceful living environment free from unwanted intrusion. As such, access to military housing for door-to-door solicitation is and will be highly restricted.
- 7. Government email may not be used in furtherance of this fundraiser. Advertisement of the event may not appear as official Air Force or installation endorsement of the event. All advertising must include "This is a private organization. It is not part of the Department of Defense or any of its components and it has no governmental status." In addition, organizations are not authorized to begin advertising until after the event has been approved.
- 8. Installation Excellence Requirements must be followed. Sandwich boards and properly placed fliers are the only authorized means of physical advertising. Sandwich boards are to be placed on the day of and in the immediate location of the event only. Please check out standard sandwich boards at the Self Help Store, Bldg 510 on Ramstein AB, DSN 480-5034. DoD ID card holders must provide a hand receipt signed by their first sergeant, facility manager, or commander to pickup to ensure accountability of the limited boards. Do not use handmade signs. Fliers/notices WILL NOT be affixed to lighted to the set. Building Managers will approve fliers to be placed on bulletin boards in their building only-such as the Commissary.

I acknowledge that I have read the conditions and the reganization will follow all protocol during the fundraiser

Signature

COORDINATION

Please see below for the required coordination, which must be signed in their respective box on page 1. All required facilities must have signed before submitting requests to the 86 FSS Private Organizations Office. The approval process can take up to fifteen (15) days and up to sixty (60) days during CFC and AFAF drives. Plan accordingly, and submit requests as early as possible.

- A. Base facility proposed for use, ensuring facility is not a workplace.
- B. Public Health (86 MDG) if food preparation is involved.

email: usaf.ramstein.86-mdg.mbx.amds-food-safety@mail.mil DSN: 479-2253

C. 86 FSS Private Organization Office

email: 86FSS.PrivateOrgs@us.af.mil DSN: 480-8728

E. Legal Office (86 AW/JA)

Event involves raffle. Event involves increased risk of injury and the PO does not have liability insurance. Event will take place during annual Combined Federal Campaign (CFC) in fall or the Air Force Assistance Fund (AFAF)

F. 86 FSS/ CC or 86 MSG/CC if during CFC, AFAF, or if requested.

Upcoming 86 FSS Events with Food booths

There will be 10 spots available for food booths

- Month of the Military Child Carnival
 - April 23 from 1100-1400 at Donnelly Park
 - Electricity and washing stations will be provided
 - \$50 donation (The donation will supply a big prize for one to two lucky children)
 - Signups information will be sent out via email next week
 - Please do not ask if your organization can have a booth prior to the registration
 - Signups will launch on <u>www.https://86fss.com/private-organizations/</u>
 - First 10 Official Private Organizations in "Good standing" will get a booth
 - There will be a waitlist just incase a PO is not in good standing or drops out
 - Please have 3 main food items listed on your registration form (Most to least wanted)
 - Sodas, chips, and PO's gear do not have to be listed
 - Set up will be on the morning of April 23

Upcoming 86 FSS Events with Food booths

***** At least 15 spots will be available for food booths

- ➢ 86 FSS/786 FSS Mud Run
 - May 12th-14th at the RAB and Rod & Gun Club
 - Electricity and washing stations will be provided
 - \$100 Nonrefundable Fee (per day) and \$150 refundable clean up deposit
 - Signups information will be sent out via email from my office in April
 - Please do not ask if your organization can have a booth prior to the registration
 - Signups will launch on <u>www.https://86fss.com/private-organizations/</u>
 - First 15 Official Private Organizations in "Good standing" will get a booth
 - There will be a waitlist just incase a PO is not in good standing or drops out.
 - Please have 3 main food items listed on your registration form (Most to least wanted)
 - Sodas, chips, and PO's gear do not have to be listed
 - Set up will be on May 11th

Upcoming 86 FSS Events with Food booths

***** 30 spots will be available for food booths

- 86 FSS Freedom Fest
 - July 1st 3Rd (Midnight)
 - Electricity, fridge (1 per PO) and washing stations will be provided
 - \$100 Nonrefundable Fee (per day) and \$150 refundable clean up deposit
 - Signups information will be sent out via email from my office in May
 - Please do not ask if your organization can have a booth prior to the registration
 - Signups will launch on <u>www.https://86fss.com/private-organizations/</u>
 - First 30 Official Private Organizations in "Good standing" will get a booth
 - There will be a waitlist just incase a PO is not in good standing or drops out
 - Think about manpower and at least three main food options for your booth
 - Sodas, chips, and PO's gear do not have to be listed
 - Set up will start on the afternoon of June 30TH (You do not pay a fee for set up)

What you need to know about Food Booths

- The PO's administrator will be your POC for everything involving the event
- POs cannot give away their booth to another PO. Only the PO's office can reassign a booth
- Food choices will be given based on PO's position on the registration list. Freedom fest there will be two booths availability to sell burgers, hot dogs, BBQ and other main dishes

Signing up for a booth protocol

- An informational email will go out near the time of the event, to include the date and time for registering POs for a food booth
- The link for registration will appear on the 86 FSS Private Organization's website when registration is open
- The first emails to reply directly to the registration email, with all the information requested, will be placed in a booth slot
- The PO's administrator will email contracts to those awarded a booth and those on the waitlist. If you did not receive an email your PO did not get a booth

Private Organizations Working With Children/Youth

Background checks

- According to the AFI34-223, All employees and volunteers of Private Organizations who have contact with children under the age of 18, should have a completed background check
- In your constitution for Official Private Organizations in ARTICLE II, section 3; All members or employees of the private organization who will have contact with children under the age of 18 in DoD-operated, contracted, or community-based programs that are used to supplement or expand child care or youth services, must submit background checks. Any members or employees of the private organization who do not undergo the background check will be ineligible and cannot participate in such events
- > Your PO is responsible for having your members undergo background checks

> POs are encouraged to keep results on file with our office (Is NOT a requirement)