

# Private Organizations



Welcome Private Organizations!

These Are The Slides From  
March 16 2022

Private Organizations' Meeting

# Private Organization's General Information

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## ❖ Website [www.https://86fss.com/private-organizations/](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

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## ❖ 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](mailto: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

**FTAC**



# 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**



**SMSgt Codi Bowman**



**MSgt Adam Ybarra**

[Ramstein.caa@us.af.mil](mailto:Ramstein.caa@us.af.mil)

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# Are you an Official Organization or Unofficial Activities ?

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## ❖ 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?

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## ❖ Required

- 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)

## ❖ Authorized

- 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

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## ❖ 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

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## ❖ 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

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## ❖ 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 28<sup>th</sup> -May 6<sup>th</sup>)
- 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



# Upcoming 86 FSS Events with Food booths

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## ❖ 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 [www.https://86fss.com/private-organizations/](https://86fss.com/private-organizations/)
- 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

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## ❖ At least 15 spots will be available for food booths

### ➤ 86 FSS/786 FSS Mud Run

- May 12<sup>th</sup>-14<sup>th</sup> 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 [www.https://86fss.com/private-organizations/](https://86fss.com/private-organizations/)
- 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 11<sup>th</sup>

# Upcoming 86 FSS Events with Food booths

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## ❖ 30 spots will be available for food booths

### ➤ 86 FSS Freedom Fest

- July 1<sup>st</sup> – 3<sup>Rd</sup> (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 [www.https://86fss.com/private-organizations/](https://86fss.com/private-organizations/)
- 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 30<sup>TH</sup> (You do not pay a fee for set up)



# What you need to know about Food Booths

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- ❖ 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

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## ❖ 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)