

PRIVATE ORGANIZATIONS

Be it known in accordance with Air Force Instruction 34-223, *Private Organizations (PO) Program*, when authorization is granted, for the expressed purposes and objectives stated in the organization's constitution and by-laws. Operations will be contingent on, but not limited to, the following conditions:

1. Private Organizations may not use the seals, logos, or insignia of the Department of Defense or any Department of Defense Component, Air Force or Department of Defense organizational unit, or Air Force and Department of Defense installation on organization letterhead, correspondence, titles, or in association with organization programs, locations, or activities
2. Private Organizations operating on Air Force installations may use the name or abbreviation of the Department of Defense, an Air Force organizational unit, or installation in the Private Organization name provided that the status as a Private Organization is apparent and unambiguous and there is no appearance of official sanction or support by the Department of Defense.
3. Private Organizations must have written approval from the Installation Commander before using the name or abbreviation of the installation or organizational unit. Requests for use of the Department of Defense or Air Force name or abbreviation must be routed to the Air Force Services Activity, AFSVA/SVI, for action.
4. Any use of the name or abbreviation of an Air Force organizational unit, or installation must not mislead members of the public to assume a Private Organization is an organizational unit of the Air Force.
5. Private Organizations must be self-sustaining, primarily through dues, contributions, service charges, fees, or special assessments of their members.
6. Private Organizations and unofficial activities/organizations will not operate amusement machines, slot machines, lotteries, raffles, games of chance, or other gambling-type activities, (except as authorized in paragraph 10.20, below); nor will they engage in frequent or continuous resale activities either directly or indirectly through third parties.
7. Private Organizations and unit unofficial activities operating on an Air Force installation 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. The only exception to this policy is when a Private Organization or unofficial activity/organization conducts an approved fundraising event through a third-party (e.g., the spouses club conducts an art sale as an approved fundraiser and contracts with an art dealer (third party) to provide the artwork to be sold).
8. Private organizations will not sell or serve alcoholic beverages on Air Force installations. (T-1). EXCEPTION: At the discretion of the installation commander, Nonappropriated Fund Instrumentalities-operated Morale Welfare and Recreation programs may secure the aid of volunteers or persons providing gratuitous services to assist in the sale of Morale, Welfare and Recreation procured alcoholic beverages.
9. Private Organizations and unit unofficial activities must comply with all applicable federal, state, local, and foreign laws governing like civilian activities. (T-0) Some Private Organizations may

qualify for tax-exempt status. It is the responsibility of the Private Organization to obtain proper tax-exempt information and forms through the regional Internal Revenue Service office and the state taxing authority.

10. Private Organization officer and member and unofficial activities actions must not prejudice or discredit the United States Government or conflict with governmental activities.
11. The private organization will provide 86 FSS/FSRB with an annual financial report is due NLT the 15th of the following month of the date of the organization's financial year. This report must cover a 12 month period.
12. Failure to comply with the provisions of Air Force Instruction 34-223 and/or the conditions set forth above will be grounds for revocation or suspension of the charter.
13. Private Organization approval must be renewed two years from date granted.

President

Vice President

Treasurer

Secretary