



# Joint Base Charleston



## *Private Organization Symposium*



628 FSS  
628 ABW/JA

TEAM CHARLESTON



# *Content*



- 
- **Authority to operate as a Private Organization**
  - **Everything begins and ends with 628 FSS**
  - **Organizational Structure**
  - **Requirements**
  - **Liability**
  - **Fundraising**
  - **(Who, What, When, Where)**
  - **Advertisement**
  - **Non-use of Appropriated Funds**
  - **Question and Answer**



# *Private Organizations*

*(Authority)*



- **Air Force Instruction 34-223= Operational Guidance**
- **E-Publishing [www.e-publishing.af.mil](http://www.e-publishing.af.mil)**
- **Simple read, 12 pages**
- **Details requirements and obligations**



# *Private Organizations*

(628 FSS)

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- **628 FSS owns the Program**
- **POCs: Ms. Jennifer Walker  
Ms. Vicki Parrish**
- **Go to <http://jbcharleston.com/at-your-service/private-organizations> for an all-information outlet on Private Organization**



# *Private Organizations*

## *(Organizational Structure)*

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- **Appropriate name**
  - **AFSA, Chapter 306; AFA, Chapter 297; ATA; ComCam Booster Club; Green Knights; Global Eagles; Lions Club; JB CHS Top 3; etc.**
- **Written constitution/bylaws**
- **Election of officers**



# *Private Organizations*

*(Requirements)*



- **Bi-annual review of written constitution/bylaws, coordinated through 628 FSS**
- **List of officers after each election, provided to 628 FSS**
- **Signed notification of liability by officers/members, provided to 628 FSS**
- **Waiver of liability insurance/Review of liability insurance, coordinated through 628 FSS**
- **Monthly meeting minutes, provided to 628 FSS**
- **Monthly bank statements, provided to 628 FSS**



# *Private Organizations*

## *(Liability)*

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- **Paragraph 10.11 requires the Program Manager to notify PO members of the Joint and Several Liability of the obligations of the PO and to document that notification in writing.**
  - **Purpose:**
    - Highlight your personal risk for high risk activities**
    - Vector you away from potential liability**
    - Cause you to purchase event liability insurance**
    - Engage in active leadership in the PO**



# *Private Organizations*

## *(Fundraising)*

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- **Installation commander or designee (628 FSS/CD) is the fundraiser approval authority**
- **Only 2 fundraisers may be conducted quarterly**
- **Fundraisers may occur on or off installation**
- **PO members must be off duty and out of uniform during their fundraising activity**
- **POs may not sell or serve alcohol**
  - **You may purchase this service through the base club**
  - **These AF employees are trained on Dram Shop liability**





# *Private Organizations*

*(Who, What, When, Where)*



- **Who:** PO
- **What:** Auction, Bake Sale, Car Wash, Concessions, Fun Run, Game-A-Thon, Golf Tournament, Haunted House, Kickball Tournament, Paintball Tournament, Pancake Breakfast, etc.
- **When:** 2 per quarter, 8 per year, but not during AFAF or CFC
- **Where:** On or off installation



# *Private Organizations*

*(Advertisement)*

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- **POs can purchase monthly add space (\$20) through 628 FSS/Marketing information mediums with 3 business days advance notice**
- **Electronic Base Bulletin...Ads have to be coordinated through 628 FSS for approval and placement with 628 ABW/PA**
  - **Inserted flyers shall have personal email addresses (non-governmental email addresses) and the AF non-endorsement disclaimer**
- **Hardcopy flyers may be placed in facilities if approved by the building facility manager**
- **PO's Facebook page**
- **Personal email notification to its members and others**



# *Private Organizations*

*(Non-Use of Appropriated Funds)*



- **POs must furnish their own equipment, supplies, and other materials**
- **Limited logistical support is provided to POs as allowed by AFI and the Joint Ethics Regulation**
- **Meeting space is provided on the installation on an other than occasional basis**
- **APF and NAF money cannot be used to directly support a PO**



# *Private Organizations*

*(Question and Answer)*

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## **DISCUSSION**

**TEAM CHARLESTON**