



# 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**
- **2018 Air Expo**
- **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:**
  - **Mr. Brandon Jones**
  - **Ms. Jennifer Walker**
  - **Ms. Vicki Parrish**
- **Go to <https://www.jbcharleston.com/services/private-organizations/> for information on Private Organizations**



# *Private Organizations*

## *(Organizational Structure)*



- **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 due annually**
- **Monthly meeting minutes, provided to 628 FSS**
- **Monthly bank statements, provided to 628 FSS**



# *Private Organizations*

*(Liability)*



- **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 with approval**
- **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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- **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**



# *Air Expo Concession Sales*



- **Manned by POs**

- **Volunteer manning is determined by squadron manning listed on the wing manning document for a specified month**
- **A percentage of base strength is determined and each squadron is allotted volunteer slots based on that percentage**
- **Once all Air Expo concession overhead is paid, the total number of slots is divided into the base net profit**
- **This determines value of the slot**

**Example:**

- **So if your number of slots equal 10 and the slot value is \$100.00 then  $10 \times \$100 = \$1,000.00$  to the PO**



# *Air and Space Expo 2018*



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- **POs must be a registered and an up-to-date organization on JB Charleston:**
    - **Insurance Waiver**
    - **Liability Form**
    - **Officer Listing**
    - **Bylaws**
    - **Establishment Memo**
  - **Bank statements submitted**
  - **Meeting Minutes submitted**
  - **\*Complete package must be at least submitted in order to participate\***



# *Air and Space Expo 2018*



- **Barnstormer Tent**
  - Available for the sale of squadron unique items
  - Hats, patches, T shirts, pens, stickers
  - **No food or beverage items**
- **10% of the gross sales will be turned in to the Concession Project Officer on the first work day after the Air Expo**
  - Monday, April 30th from 8am – 4 pm
  - Final amounts cannot be calculated without this money
- **Proceeds will factor back into the overall profits to be distributed to the POs**



# *Air Expo Concession Sales*



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- **There is no guaranteed amount per squadron**
  - **You must have a checking account to which we can electronically transfer funds**
  - **Remember all Barnstormer money must be turned in before the calculations can be done**



# *Air Expo Correspondence*



- Please use the following address to send all questions...

**628FSS.FSRB.JBCHSAirShow@us.af.mil**

- There will be 3 of us answering these emails rather than clogging up one account
- Booth assignments will also be sent through this address
- Non-Air Expo PO information/questions please send to:  
**628FSS.PrivateOrganizations@us.af.mil**





# *POCs Recap*



- **FSS POCs:**
  - Mr. Brandon Jones
  - Ms. Jennifer Walker
  - Ms. Vicki Parrish
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# *Private Organizations*

*(Question and Answer)*

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## **DISCUSSION**

**TEAM CHARLESTON**