

**BY ORDER OF THE COMMANDER
YOKOTA AIR BASE**

**YOKOTA AIR BASE INSTRUCTION
34-223**



7 JANUARY 2022

Services

PRIVATE ORGANIZATION PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Colonel Patrick R. Launey)

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This instruction establishes a uniform system of policies and procedures for procedures for establishing and operating Private Organizations (POs) on Yokota Air Base (AB). This OI is intended as a general guide to Private Organizations Officers and their members to assist them in meeting their obligations to operate and maintain good standing at Yokota AB. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) AFI 34-223, *Private Organization (PO) Program*, AFI 36-3101, *Fundraising*, and *Private Organization Guide*. This publication applies to all 374th Airlift Wing (374 AW) military, civilian, contract personnel and units assigned or attached to Yokota AB unless limited by waiver granted under host-tenant agreements. Records, and dispose of IAW the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through their appropriate functional chain of command.

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1. Policy and Overview.

1.1. Private Organizations (POs) are self-sustained special interest groups, set up for individuals with common interests, acting outside the scope of any official capacity within the Federal Government. PO activities primarily benefit their members, and operate with the written consent of the 374th Mission Support Group Commander (374 MSG/CC).

1.2. POs comprised of military personnel will ensure that members do not imply that their official rank or position impacts their PO-related duties and functions. PO functions will be separate and distinct from official military duties and functions.

1.3. Unofficial Activities (UAs) are not POs, are intended to be limited in scope and size of operations. Organizations hosting a fundraiser that generates in excess of \$1,000 over a three month period will be required to submit the necessary paperwork to become a registered PO before continuing any fundraising activities on the installation.

2. Responsibilities.

2.1. 374 AW/CC:

2.1.1. 374 AW/CC delegates to 374 MSG/CC the authority to:

2.1.1.1. Authorize the establishment and operation of a PO when he/she determines it will make a positive contribution to the quality of life of base personnel. 374 MSG/CC may withdraw the authorization if the PO prejudices or discredits the US Government, conflicts with government activities or for any other reason or just cause.

2.1.1.2. Authorize contractor and subcontractor POs, when justified, as long as the interests of the Air Force are fully protected in the authorizing documents.

2.1.1.3. Approve requests for fundraisers and accumulation of funds and further delegates' approval authority to the 374th Force Support Squadron Commander (374 FSS/CC) or the Deputy Director (374 FSS/DD).

2.1.1.4. Ensures background checks are completed for employees and volunteers of POs who have contact with children under 18 in DoD operated, contracted, or community-based programs that are used to supplement or expand child care or youth services, according to DoD Instruction 1402.05 *Background Checks on Individuals in DoD Child Care Services Programs* (Reference(i)).

2.1.1.4.1. Background check must include Installation Record Check, a record review by Security Forces of law enforcement databases to include but not limited to Security Force Management Information System, Family Advocacy Program of the Air Force Central Registry (and DoD Central Registry if the military affiliation was with other Services), and Office of Special Investigations of the Defense Central Index of Investigations. All checks are completed in accordance with agency requirements. Initiate a Federal Bureau of Investigation fingerprint check.

2.2. 374 FSS/CC/DD:

2.2.1. 374 FSS/CC/DD monitors and administers the PO program.

2.2.1.1. Ensures the membership provisions and the basis upon which the organization was permitted to operate on the installation continue to apply.

- 2.2.1.2. Advises 374 AW/CC if changed conditions by the PO warrant further review, documentation and reconsideration for continued permission to operate on the installation.
 - 2.2.1.3. Approves all fundraising events on Yokota AB.
 - 2.2.1.4. Ensures that 374 FSS Resource Management (374 FSS/FSR) keeps a file on each PO. 374 FSS/CC designates 374 FSS/FSR to monitor activities and advise on PO related issues.
 - 2.2.1.5. Is the approval authority for UA's accumulation of more than \$1,000 for a time not to exceed six (6)-months if the substantial majority (more than 75%) of assets will be expended on an upcoming large unit event such as a holiday party, military ball, etc. The \$1,000 average monthly limit may be increased by \$100 for every 50 unit members over 300 members, to a maximum of \$5,000 monthly average.
- 2.3. 374 FSS/FSR:
- 2.3.1. The 374th Force Support Squadron PO Coordinator (374 FSS/FSRPO) will establish and maintain an electronic file on each PO to be reviewed annually to ensure compliance with regulations, financial statements, documents, records, and procedure outlined in this OI, PO Guide, and AFI 34-223 are followed.
 - 2.3.2. Takes action to close down any PO or unofficial activity that is not in compliance with requirements.
 - 2.3.3. At a minimum, files must contain:
 - 2.3.3.1. Constitution and Bylaws (Updated every 2 Years).
 - 2.3.3.2. Reevaluation letter showing date of review (Every 2 Years).
 - 2.3.3.3. Quarterly/Annual Financial statements due NLT 20th day following the end of the Current Year Quarter (April, July, October, December).
 - 2.3.3.4. Audit Reports (if applicable, AFI 34-223, paragraph 10.7.).
 - 2.3.3.5. Copies of PO Meeting Minutes.
 - 2.3.3.6. Proof of required liability insurance or appropriate waiver.
 - 2.3.3.6.1. POs must submit insurance waivers to the PO Coordinator to be reevaluated annually.
 - 2.3.3.7. Current list of Elected Officers (Officer Roster) and Point of Contacts (POC).
 - 2.3.3.7.1. POs will submit a revised Officers Roster to the PO Coordinator no later than 30 days from any officer changes, or annually whichever comes first.
 - 2.3.3.8. Other documents required by AFSVA, PO Guide or AFI 34-223.
 - 2.3.3.9. If the above documents are not submitted, the PO will not be considered current and as such will not be authorized to conduct fundraising events on Yokota until their file is current.

2.4. The 374th Airlift Wing Staff Judge Advocate (374 AW/JA):

2.4.1. Reviews all request to establish a PO or unofficial activity. This review includes Constitution and Bylaws (as applicable). Provides appropriate recommendations to 374 FSS/CC for recommendation of approval or disapproval to 374 MSG/CC.

2.4.2. Conducts revalidation reviews (every 2 years) on POs, to include reevaluation review of Insurance Waiver (Annual) to prove POs are in good standing.

2.4.3. Reviews all fundraising requests and provides appropriate recommendations to 374 FSS/CC for approval or disapproval.

3. Procedures.

3.1. Establishment of PO.

3.1.1. The PO must submit a written Constitution and Bylaws, proof of liability insurance or appropriate waiver, and a current list of officers to 374 FSS/FSRPO who will review and coordinate with 374 FSS/FSR, 374 AW/JA and 374 FSS/CC before submitting to 374 MSG/CC for final approval.

3.1.2. Department of Defense (DoD) personnel acting in an official capacity may not execute such Constitution and Bylaws or similar documents or submit them for approval with the exception of the individuals mentioned above who are part of the formal submission process.

3.1.3. The POs Constitution and Bylaws must contain the following:

3.1.3.1. The nature, function, objectives, membership eligibility and sources of income for the PO.

3.1.3.2. PO must describe the responsibilities of PO officers for asset accountability, liability, satisfaction and sound financial and operational management.

3.1.3.3. The PO must identify the intended use of any funds generated from fundraising and relate to the function and purpose of the PO. POs may raise funds to be donated to military related activities. However, fundraisers must directly relate to the function and purpose of the PO, as specified in the Constitution and Bylaws. Fundraising prices will be fair and bear a reasonable relationship to the cost of goods and services provided.

3.1.3.4. Notification that all members must be made aware that they are jointly and severally liable for the obligations of the PO. The absence of liability insurance places their personal assets immediately at risk in the event of PO liability.

3.1.3.5. PO must provide specific guidance, a time phased action plan, showing how they plan to dispose of residual assets remaining in the PO treasury after satisfaction of outstanding debts in the event that the PO discontinues operations.

3.1.4. POs will reevaluate and update their Constitution and Bylaws every two years or when there is a change in the purpose, function, or membership eligibility, whichever comes first.

3.1.5. The PO officers of a newly approved organization and newly elected officers will schedule an orientation briefing with the PO Coordinator no later than 30 days from approval of the new organization or acceptance of office.

3.2. General Guidelines for Operating a PO.

3.2.1. 374 MSG/CC provides limited supervision over POs. Their control lies in the power to authorize and withdraw authorization for the organization to operate on the installation in accordance with AFI 34-223 and this instruction. 374 MSG/CC does not control or dictate internal activities or structure of POs.

3.2.2. The following POs are authorized by 374 MSG/CC to conduct continuous resale operations:

3.2.2.1. Yokota Spouses Club (Thrift Store).

3.2.3. The following restrictions apply to POs/UAs:

3.2.3.1. POs/UAs must not engage in activities that duplicate or compete with any Yokota Morale and Welfare (MWR) activities or the activities of any Nonappropriated Fund Instrumentality (NAFI), including Army and Air Force Exchange Service (AAFES).

3.2.3.2. POs/UAs will not invite civilian news media, to include Pacific Stars and Stripes to report on the events on Yokota AB without first seeking approval from 374 AW Public Affairs.

3.2.3.3. POs/UAs may not solicit gifts or donations on base; however, POs/UAs may accept gifts and donations. Off-base solicitations must clearly state the request is for a PO and not for any part of the DoD, USAF, or Yokota AB. Donor/gift recognition may not be made publicly, unless made to those present at an event benefiting from the donation/gift.

3.2.3.4. PO will not sell or serve alcoholic beverages on Air Force installations. **Exception:** At the discretion of the installation commander, NAFI's operated by MWR may secure the aid of volunteers or persons providing gratuitous services to assist in the sale of MWR alcoholic beverages in exchange for a fee. PO units will not require Airmen to participate in the event. This may also apply to events, such as open houses or other special installation events. All personnel assisting the NAFI's and MWR program to sell alcoholic beverages at such events will be required to receive appropriate "Dram Shop" training as outlined within AFI 34-219, *Alcohol Beverage Program*.

3.2.3.5. POs/UA may not conduct lotteries or other gambling-type activities. DoD 5500.07, *Joint Ethics Regulation (JER)*, Section 2-302. While on Government-owned or leased property or on duty for the Government, an employee shall not conduct or participate in any gambling activity, including operating a gambling device, conducting a lottery or pool, participating in a game for money or property, or selling or purchasing a numbers slip or ticket.

- 3.2.3.6. POs and UA 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 PO or UA 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).
- 3.2.3.7. The use of Government equipment and systems for other than official purposes is extremely limited. Official communication systems should not be used to advertise fundraiser (and membership) events unless the primary purpose of the communication is for other than support of the PO's efforts, but rather to notify unit Airmen of a local event of possible interest (e.g., lunchtime sale of food in a public area adjacent to the unit's geographic footprint).
- 3.2.4. Any event that may pose a risk of injury, fire hazard, involve the usage of the base water supply or expected to have participants of 300 or more must be endorsed by the 374th Airlift Wing (374 AW) Safety, the 374th Civil Engineer Squadron (374 CES) Fire Protection Flight, the 374 CES Environmental Office Base Water, 374 AW Anti-terrorism Officer and the 374th Security Forces Squadron.
- 3.2.5. POs will be responsible for acquiring necessary background checks are completed for employees and volunteers of POs who have contact with children under 18 in DoD operated, contracted, or community-based programs that are used to supplement or expand child care or youth services, according to DoD Instruction 1402.05, *Background Checks on Individuals in DoD Child Care Services Programs* (Reference(i)).
- 3.2.6. POs must have Liability Insurance unless the Installation Commander waives the Requirement; waiver Authority may be delegated to 374 MSG/CC. 374 FSS/FSRPO will forward all waiver requests through 374 AW/JA prior to approval. Insurance waivers must be reevaluated annually. PO Liability Insurance waiver requests should be submitted to 374 FSS/FSRPO no later than 31 Oct current year for following year's coverage. 374 FSS/FSRPO will collect all PO Liability Insurance Waiver Request for approval processing. POs may be required to purchase additional liability insurance if they sponsor a high-risk activity.
- 3.2.7. POs must not conduct events without prior approval. POs who fail to submit required documents to fundraise or maintain their PO file with the PO Coordinator will result in suspension of privileges.
- 3.2.8. No sales or activities are authorized in your official capacity as a member of the Air Force or Federal Government [JER, Section 3-300]. All volunteers must act in their personal capacity, be on leave or special pass, and out of military uniform. This means no set up or tear down of a fundraiser while in uniform. All DoD participants must understand that they may only participate in their capacity
- 3.3. PO Fundraising Guidelines.
- 3.3.1. Prior to conducting a fundraising event, written approval must be obtained. If an activity is not current (approved to operate and, in case of POs, annual review for last calendar year filed), their fundraiser request will not be approved. Members of the PO or unofficial activity must also be aware that they cannot work the fundraiser while on duty.

3.3.2. IAW AFI 34-223, Private Organizations Program, paragraph 10.10 and 10.10.2, POs will conduct no more than three fundraising events per calendar quarter (waiver authority is AF/A1SR). The approval of small fundraising events may be granted to UAs base sponsored programs (e.g. baseball teams, soccer teams, cheerleader groups) with 374 FSS/CC approval. UA events with similar mission or organizational affiliation will be limited to three per quarter.

3.3.3. In order to promote fair and equitable fundraising opportunities for all POs and UAs are limited to one location per event (e.g., one Shoppette vice both locations). All fundraisers must be coordinated with the building custodian. Additionally, in accordance with the intent of the AF guidance governing private organizations (AFI 34-223), the duration of fundraising events will be limited to no more than 2 consecutive calendar days (ex. Sat/Sun softball tournament).

3.3.4. The following guidance is provided for high demand fundraisers:

3.3.4.1. Gift wrapping booths, Candy grams, flower delivery services, and photo shoot services may compete with AAFES which is normally held at the YCC building will only be allowed one per location per slot. Time and slots are controlled by AAFES, thus POs must obtain approval from the AAFES Service Office. If approved, these events are limited to one PO per location.

3.3.4.2. 374 FSS large events such as Friendship Fest, Celebrate America and Sakura Festival will be managed by the PO Coordinator and will be open to POs on a first come, first serve basis until all slots are filled.

3.3.5. POs must submit a Fundraising Request Form ([Attachment 2](#)) to PO Coordinator no later than 30 calendar days prior to the scheduled event. The request form must include:

3.3.5.1. The PO name (which cannot contain any Wing, Group, Squadron, Flight, or DoD affiliation unless authorized by 374 AW/CC).

3.3.5.2. The Date/Time (Start and End) and Location of Event.

3.3.5.3. The email of the main POC and a secondary POC with email.

3.3.5.4. A detailed description of the proposed event (e.g., event location and equipment being used).

3.3.5.5. The signed coordination sheet from the approving facility manager where the fundraising event will be held (i.e., AAFES, 374 FSS facility, etc.).

3.3.5.6. How funds from the fundraising event will be used. Donations to charities outside of the Combined Federal Campaign (CFC)/Air Force Assistance Fund or off-base entities is prohibited during CFC season.

3.3.5.7. Fundraising events involving food and beverages (excludes bottled water, canned drinks, and uncut fruits) must be approved by the 374th Medical Group Public Health Flight. Temporary Food Booth Application Form ([Attachment 3](#)) Approval must be submitted with fundraiser request form.

3.3.6. POs will not assume proposed fundraising events will be approved. Fundraising events shall not be conducted until the PO has obtained written approval from 374 FSS/CC.

3.3.7. Fundraising events shall not be conducted until the applicable PO official is in receipt of the written approval from the 374 FSS/CC. A copy of the approved fundraising request form must be on site during the fundraising event.

3.3.8. Scouting POs are not allowed to solicit door-to-door without permission of 374 AW/CC

3.4. Financial Management:

3.4.1. POs must submit a copy of their Quarterly Financial Statements after each quarter. Quarters are based on calendar year. Financial Statements must include Financial Statement Form and Bank Statements for the entire Quarter. Quarterly Financial Statements are due 20 days after the Quarter ends. Submissions later than 20 days will result in suspension unless previously coordinated with the PO Coordinator.

3.4.2. Financial Quarters will be based on the specified timeline below:

3.4.2.1. First Quarter: 01 January to 31 March.

3.4.2.2. Second Quarter: 01 April to 30 June.

3.4.2.3. Third Quarter: 01 July to 30 September.

3.4.2.4. Fourth Quarter: 01 October to 31 December.

3.5. Compliance:

3.5.1. PO not complying with the rules set forth will result in suspension of privileges as specified below:

3.5.1.1. First occurrence: Suspension of fundraising until file is current.

3.5.1.2. Second occurrence: Suspension of fundraising privileges for six (6) months

3.5.1.3. Third occurrence: Suspension of fundraising privileges for one (1) year

3.5.1.4. Fourth occurrence: Dissolution of the PO charter and suspended operation for one year.

3.6. Logistical Support:

3.6.1. Any use of 374 FSS equipment, services or support to PO/UA fundraising or other PO/UA efforts will be assessed normal fees and charges.

3.6.2. POs requiring logistical support (road blocks, water coolers, medical etc.) for fundraisers must have their requests in 4 months prior to the event to ensure all forms are correct for approval and can be routed in an efficient timeframe.

3.6.3. POs will not be issued individual organizational e-mail accounts. The use of government e-mail for the purpose of fundraising is prohibited. Permissible uses include the announcement of PO meeting dates and times and dissemination of meeting minutes. PO elected officials may not use their official office symbols or mailing addresses in connection with their PO duties.

3.7. Dissolution of a PO:

3.7.1. POs planning to dissolve must submit a time-phased action plan and request for dissolution to the PO Coordinator. The action plan should include a financial report showing liabilities, assets and a PO proposal to satisfy liabilities and distribute equipment and money.

ANDREW J. CAMPBELL, Colonel, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 34-219, *Alcohol Beverage Program*, 30 April 2019

AFI 34- 223, *Private Organization (PO) Program*, 13 December 2018

AFI 36-3101, *Fundraising within the Air Force*, 9 October 2018

Private Organization Guide

DoD Instruction 1402.05 *Background Checks on Individuals in DoD Child Care Services Programs* (Reference (i)), 11 September 2015

DoD 5500.07, *Joint Ethics Regulation (JER), Section 3-300*, August 1993

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

374 AW—374th Airlift Wing

374 MSG/CC—374th Mission Support Group Commander

374 FSS/CC—374th Force Support Squadron Commander

AAFES—Army Air Force Exchange Services

AF—Air Force

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFSVA—Air Force Services Activity

DCII—Defense Central Index of Investigations

DoDI—Department of Defense Instruction

DoD—Department of Defense

NAF—Non-Appropriated Fund

NAFI—Non-Appropriated Fund Instrumentality

OI—Operating Instruction

PO—Private Organization

SFMIS—Security Force Management Information System

UA—Unofficial Activities

USAF—United States Air Force

Terms

Accountability—Responsibility for protection of resources on hand and reporting of financial transactions or other actions affecting activity assets.

Commander/Director, Force Support Squadron—the individual directly responsible to installation commander for all matters concerning morale, welfare, and recreation on the base and who exercises both functional and operational control of the Force Support Squadron.

Compete—To be in a state of rivalry, to contend with someone or another entity.

Constitution and Bylaws—Documents with principles that are incorporated in an organization; Constitution covers the fundamental principles include the purpose of an organization, who qualifies for membership, when or how often meetings are held, how meetings can be called and the terms of officers. Bylaws may include the day-to-day duties of officers, rules on how the funds are to be tracked and spent, how committees are organized and how records are to be kept. Bylaws must not contradict provisions in the Constitution.

Dissolution—the action of formally ending or dismissing an assembly, partnership, or official body.

Dram Shop theory—A theory of legal liability under which servers of alcoholic beverages (facility owner, operator or employee) can be held liable for damages when they continue to serve alcoholic beverages to a customer who reaches or appears to be nearing the point of intoxication and the customer then brings harm to property, the customer or others.

Financial statements—are reports prepared by a company's management to present the financial performance and position at a point in time

Duplicate—to be identical or to copy existing items, actions; to be similar in nature.

“For us, by us” fundraising—Organizations composed primarily of DoD employees or their dependents when fundraising among their own members for the benefit of welfare funds for their own members or their dependents. (This includes most Morale, Welfare and Recreation programs, regardless of funding sources, as well as Unit Unofficial Activities).

Raffles or Lotteries—a means of raising money by selling numbered tickets and giving prizes to the holders of numbers drawn at random.

NAFI—A NAF Instrumentality is a DOD fiscal and organizational entity which performs an essential government function. It acts in its own name to provide MWR related programs and services.

Nonappropriated Funds (NAFs)—NAFs are cash and other assets that are self-generated or received from sources other than congressional appropriations. NAFs are government funds that are separate and apart from funds of the United States Treasury.

Resource Management—A FSS organization consisting of Financial Operations, Accounts Control, Funds Control, Inventory Control Section, Information Technology, and Logistics. The RM provides accurate and timely accounting, data automation, and logistic support.

Resources Management Chief—The Resource Management Chief is the Nonappropriated Fund (NAF) custodian for all NAFs and the single official responsible for the control accountability, and use of NAFs and other assets of all activities served by Resource Management.

Attachment 2

374FSS FUNDRAISER REQUEST

Figure A2.1. 374FSS Fundraiser Request.

374 FSS FUNDRAISER REQUEST		PERMIT # (FSR USE):	
TO: 374 FSS/FSRPO Yokota AB, Japan		DATE OF REQUEST:	
ORGANIZATION:		SUSPENSE DATE:	
NAME OF REQUESTING INDIVIDUAL/CONTACT		Request #	for Quarter
<p>NOTICE: I request Authorization to hold below fundraising event. if approved, I further expressly agree to indemnify and hold the United States of America Harmless from and against all claims, loss, and liability, however caused, arising out of, or in any way connected with this event, whether or not caused or contributed to by the negligence or alleged misconduct on the part of any employee of the United States or member of the United States Armed Forces. I understand should an incident occur, the individual members of the requesting organization, rather than the Air Force, would be liable.</p>			
<p>EVENT DETAILS: e.g., WHERE: in front of the BX, WHAT: wishes to hold a cookie sale, WHY: funds to be used to offset cost of a unit party. (Be complete and if necessary, attach more information on a separate page.)</p>			
<p>SUBJECT:</p> <p>TIME(s) and DATE(s)</p> <p>WHERE: (Must Be Common Access Area)</p> <p>WHAT: (Describe Below):</p> <p>FUNDRAISING: NON-FUNDRAISING: FOOD: YES NO EXPECTED NO. OF PARTICIPANTS:</p> <p>(What are you Selling?)</p> <p>WHY (Purpose/ Who will Benefit?):</p>			
<p><u>NOTE: Flyers / Ad materials should be attached on another file</u></p>			
<p>GUIDELINES (Please Check/Initial ALL to indicate understanding and compliance of PO): This form must be kept on hand during the entire fundraiser</p>			
<p>1. The Requesting Organization is primarily made up of SOFA, AD Military, DOD Members</p> <p>2. All reporting Requirements and Documents are up to date with the 374 FSS/FSRPO</p> <p>3. Fundraising requests are required to be submitted at least 30 days prior to proposed even; Requests using base-wide facilities or closure of roads or flight line (e.g. marathon), as well as planning for marketing/advertising must be processed with additional lead-time to ensure proper coordination before the event.</p> <p>4. All fundraising activities must be coordinated through 374 FSS/CC (or Delegate) and 374 AW/JA. DoD5500.7-R, AFI 34-223, and AFI 36-3101 must be reviewed in addition to these instructions. Appropriate coordination and approval are required on all fundraising requests; ensure agencies have reviewed your request.</p> <p>5. Organizations are limited to three (3) Fundraisers per Quarter, and lengths of fundraisers are fact dependent</p> <p>6. Fundraisers may not involve frequent/continuous resale activities or compete with AAFES Services/NAFI activities</p> <p>7. POs may not conduct games of chance, lotteries, raffles, or other gambling-type activities other than those permitted by AFI 34-223. Unofficial activities (UAs) may not conduct games of chance, lotteries, raffles, or other gambling-type activities under any circumstances</p> <p>8. Private organizations will not sell or serve or consume alcoholic beverages on Air Force installations</p> <p>9. Advertising may not occur until the fundraiser is approved. A copy of the advertisement must be included in the fundraiser packet for approval prior to dissemination. Advertisement shall not contain any official names belonging to the Air Force (such as unit names, office symbols, and rank). Additionally, the facility manager of the location of the fundraiser is required to approve any advertisement prior to posting flyers in buildings on base</p> <p>10. POs must prominently display the following disclaimer on all print and electronic media mentioning the PO's name confirming that the PO is not part of the DoD “</p> <p>THIS IS A PRIVATE ORGANIZATION. IT IS NOT A PART OF THE DEPARTMENT OF DEFENSE OR ANY OF ITS COMPONENTS AND IT HAS NO GOVERNMENTAL STATUS.”</p>			

11. The JER prohibits the use of DoD communication resources or any other Government resource in any manner that would reflect adversely on the DoD, which specifically includes soliciting and selling (JER Sec. 2-301(a) and (b)). AFI 34-223, para. 11.1.3 states that "use of Government equipment and systems for other than official purposes is extremely limited." POs and UAs shall not send base-wide emails to advertise the event. Advertisement of the event may not appear to be an official Air Force or Hurlburt Field endorsement of the event

12. **OFFICIAL CAPACITY:** Private organizations (POs) must not do anything that implies federal endorsement of a fundraising event No sales or activities are authorized in your official capacity as a member of the Air Force or Federal Government [JER, Section 3-300]. All volunteers/members may not actively participate in fundraising while on duty or at workplace. Individuals must act in their **PERSONAL CAPACITY, be ON LEAVE OR SPECIAL PASS, and OUT OF MILITARY UNIFORM.** This means no set up or tear down of a fundraiser while in uniform. All DoD participants must understand that they may only participate in their capacity as individuals. Civilian employees, like military members, are subject to the requirements of AFI 36-3101 and the Joint Ethics Regulation (JER)

COORDINATION (Digitally Sign or Print Name, Signature and Date): As Needed

Event Location/Facility Mgr.:	Public Health (FOOD)	Security Forces:	Safety
Other:			

FOR OFFICIAL USE ONLY:

374 FSS/FSRPO will route request to 374 AW/JA (Fundraising Events) and 374 FSS/CC or 374 FSS/DD

MITIGATION PLAN: (Please send as attachment if more space is needed)

Estimated/Approximate No. of Participants:

Mitigation Measures:

a. Masks:

b. Social Distancing:

c. Sanitization:

d. Food Handling:

e: Enforcement

For any questions Please contact POC:

Note: Final approval for the PO Fundraising Activity requires complying with all statements written above as well as the guidelines the guidelines given by Public Health. Any violations will be reported to the 374 FSS/CC.

PRIVATE ORGANIZATION REPRESENTATIVE

SIGNATURE (I understand and agree to the Guidelines; violation of these will result in event cancellation and loss of PO privileges)

374 FSS/FSRPO (1st IND)

374 AW/JA Signature (2nd IND):

(Your signature below indicates that you have reviewed and approved this fundraiser

Approve

Denied

While During the AFAF/CFC, this event can be considered permissible ad hoc fundraising under AFI 36-3101; this event is unlikely to interfere with the AFAF/CFC, as it involves the exchange of goods and services as opposed to gratuitous giving. Sales should occur outside the workplace.

NON-FUNDRAISING N/A

Comments:

374 FSS/CC or 374 FSS/DD

(Your signature below indicates that you have reviewed and approved this fundraiser)

Approve / Denied

CC NAME , Lt Col, USAF
 Commander
 374th Force Support Squadron

PAGE 1

"**ORGANIZATION**" - Name of your PO; - not your squadron name
 "Name of Responsible Individual/Contact" - the name of the POC / Contact information (Email; Phone)
 "Permit#" - Leave Blank (FSS/FSRPO Use only)
 "Date of Request"- this is the date you send it to the NAF Accounting Office
 "Suspense Date"- this is the date you request it approved should be earlier than event date
 "Request # For Quarter" - number of request (1, 2, or 3) for Quarter (1, 2, 3, or 4), maximum 3 per Qtr.
 "Subject" - What your fundraiser is called
 "Time(s) and Date (s) of the Fundraiser" – Date and time you would like to hold your fundraiser
 "Where" - What is the location of your event? (This cannot be the work place and has to be a common access area)
 "What": Describe/Explain - What are you doing? (i.e. Car Wash, Silent Auction, Burger Burn, etc.)
 Check Boxes: **Fundraising or Non-Fundraising**
Selling food: Yes / No
 "Expected No. of Participants"- how many people will be in the event (include volunteers, participants, vendors etc.)
 "Why" - what reason are you holding this event? Who will benefit? (i.e., to offset the cost of future morale events or a scholarship program etc.)
Check Boxes 1-12 or initial to indicate understanding of guidelines "Coordination" - Requires Initials and Dates, if applicable
Facility: Where will you be holding the event? Whomever is in charge of the facility should initial here and date it. If you are going to a place far away and have been coordinating via e-mail, attach a copy of the email giving you permission to hold your event at their location.
Public Health (FOOD) - If your event involves food preparation you must go to the Public Health Office and have the initial and date
Security Forces - If your event involves Signing in guests from off base
Fire Prevention - If you event requires Fire prevention assistance
Safety - If you are holding an event where there is a high likelihood someone could be injured, you must go to the Safety Office for their initials and date
Anti- Terrorism / others - If your event has other needs or would require background checks

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Estimated/Approximate No. of Participants: Number of people in the event
Mitigation Measures: Describe PO prevention measures
 a. Masks:
 b. Social Distancing:
 c. Sanitization:
 d. Food Handling:
 e. Enforcement:


PO representative Signature – Sign and Date

NOTE: Flyers / Ad Materials should be attached on another file
 If you are going to be using ads/ flyers for your event, it must be approved with your fundraiser request form.
 Once completed you can email to _____

Attachment 3

SAMPLE OF TEMPORARY FOOD BOOTH APPLICATION FORM

Figure A3.1. Sample of Temporary Food Booth Application Form.

	DEPARTMENT OF THE AIR FORCE PACIFIC AIR FORCES
Application for Fundraising Approval and/or Temporary Food Booth Establishment (TFE)	
<p>Directions: The operator/manager of <u>each</u> Private Organization Fundraising site must complete this application. The application must be completed and submitted to Public Health at least 14 days before an event involving five or fewer booths and 30 days prior to an event involving more than five food booths. If granted approval for operation, the Yokota Sanitary Guidelines for temporary food booth operations must be read and signed by all persons that will work in the food booth. The approved TFE Application as well as the Yokota Sanitary Guidelines and personnel listing must be in the food booth at all times.</p>	
Date of Submission: _	

Name of Event: _	

Name of Temporary Food Establishment: _	

Name of Operator/Owner: _	

Telephone Number: _	

Email: _	

Date and Time of Event: _	

Food handlers Training Completed (At least two individuals must attend): _	

Attachment: Mitigation Plan	
<small>PRIVACY ACT - 1974 AS AMENDED APPLIES—THIS DOCUMENT CONTAINS INFORMATION WHICH MUST BE PROTECTED IAW DOD 5400.11, AND IS FOR OFFICIAL USE ONLY. QUALITY ASSURANCE DOCUMENTATION IS PROTECTED FROM DISCLOSURE UNDER 10 U.S.C. 1102</small>	

1. List **all** food and beverage items to be prepared and served. Attach a separate sheet if necessary. NOTE: Any changes to the menu must be submitted to Public Health and approved atleast 10 days prior to the event.

2. Describe how and where all food items will be prepared. (All food items must be prepared from an approved kitchen or on site unless otherwise approved by Public Health).

3. Describe (be specific) how frozen, refrigerated, or hot foods will be transported to the TFE.

4. Describe how food temperatures will be monitored during the event.

5. Identify the sources of **all** food products, including ice and beverages. (All items must be purchased from an approved source. If you are interested in purchasing items other than the Exchange or Commissary, please contact Public Health for approval.)

6. Describe the location, set-up, and procedure for hand washing.

7. Identify the source of the potable water supply and describe how water will be stored.

8. Describe how and where utensil washing will take place (or state single-use utensils only).

9. Describe how and where wastewater from hand washing and utensil washing will be collected, stored, and disposed.

10. Describe the types of garbage disposal containers that will be used and where garbage will be disposed.

Statement: I hereby certify that the above information is correct and I fully understand that any deviation from the above without prior permission from Public Health will nullify final approval.

Signature(s)/Printed Name: _____ Date: _____

APPROVAL SHEET

Final approval for the temporary food establishment requires complying with all statements written above as well as the guidelines for temporary food booth operations and the guidelines given by Public Health. A pre-opening inspection of the establishment with equipment in place and operational will be necessary to determine if it complies with Public Health and the Food and Drug Administration (FDA) Food Code. Public Health will also conduct periodic inspections to ensure all standards are met.

APPROVAL/DISAPPROVAL:

Date: _____

Restrictions:

Reason(s) for Disapproval:



Public Health Signature

Date

Attachment 4

REEVALUATION OF LIABILITY INSURANCE WAIVER

Figure A4.1. Reevaluation of Liability Insurance Waiver.

	DEPARTMENT OF THE AIR FORCE 374TH AIRLIFT WING	
		Date
MEMORANDUM FOR 374 MSG/CC		
FROM: 374 FSS/CC		
SUBJECT: REEVALUATION OF PRIVATE ORGANIZATION (PO) – Liability Insurance Waiver		
<p>1. IAW AFI 34-223 para 10.15., Yokota AB Private Organizations would like to request reevaluation of Private Organization Liability Insurance Waiver for the PO's listed below that participate in activities which have little or no liability on Yokota AB. The PO's request for reevaluation must be conducted annually and must be reviewed by the installation Staff Judge Advocate prior to 374 MSG/CC approval.</p>		
<p>2. 374 MSG/CC may require Liability Insurance for events that involve greater risk of injury or damage.</p>		
<p>3. Upon approval, the Liability Insurance Waiver will be valid for one year from the signature date of the 374 MSG/CC.</p>		
<p>4. For any questions, please contact 374 FSS/FSR, DSN 225-9007.</p>		
		(374 FSS/CC NAME), Lt Col, USAF Commander 374th Force Support Squadron
1st Ind, 374AW/JA		
MEMORANDUM FOR 374 MSG/CC		
Recommend Approved/Disapproved.		
		(374 AW/JA NAME), Captain, USAF Judge Advocate

2d Ind to 374 FSS/CC, XXXX(Date on the 1st line of 1st page), REEVALUATION OF
PRIVATE ORGANIZATION (PO) – Liability Insurance Waiver

374 MSG/CC

MEMORANDUM FOR 374 FSS/CC

Approved/Disapproved.

(374 MSG/CC NAME), Colonel, USAF
Commander

PRIVATE ORGANIZATIONS:

1. PO NAME #1
2. PO NAME #2
3. Etc...