AFI 34-223, AF Private Organization Program

AFI 36-3101, Fundraising

AFI 34-219 Alcoholic Beverage Program

Private Organization Guide July 2019

Websites:

BW Share Point: <https://usaf.dps.mil/teams/11624/28BW/28MSG/28FSS/privateorgs/default.aspx>

Ellsworth FSS: <https://www.ellsworthfss.com/community-partnerships/private-organizations>

Email: [28FSS.FSR.PrivateOrg@us.af.mil](mailto:28FSS.FSR.PrivateOrg@us.af.mil) Microsoft Teams: Ellsworth Private Orgs.

DOCUMENTS NEEDED:

\_\_\_\_\_\_ Constitution/Bylaws (every 2 years or when updated) (For Private Organization)

\_\_\_\_\_\_ Commanders Checklist (yearly) (For Unofficial Activity)

\_\_\_\_\_\_ Financial Statements (every year or as requested)

\_\_\_\_\_\_ Budget (every year)

\_\_\_\_\_\_ Income and Expense Statement (every year)

\_\_\_\_\_\_ Balance Sheet (every year)

\_\_\_\_\_\_ Treasurers Acceptance Statement (every year/change in position)

\_\_\_\_\_\_ List of Officers (POC) with contact information (every year/change in position)

(Name/ Position/ Phone Number/ Email)

\_\_\_\_\_\_ Meeting Minutes (Minimum of once per year)

\_\_\_\_\_\_ Liability Insurance or Insurance Liability Waiver with Statement of Understanding (every year)

Fundraiser-Required Documents

\_\_\_\_\_\_ Fundraiser Request

\_\_\_\_\_\_ Fundraiser Checklist

Additional Fundraiser Documents

\_\_\_\_\_\_ Facility Use Request (Must not be in the workplace. Common areas-Break areas of buildings)

\_\_\_\_\_\_ Public Health (Temporary food service) 605-385-3383

\_\_\_\_\_\_ Raffle Approval (Need both Counties if on base.) Pennington County (Rapid City) (605)394-2174 or Meade County (Box Elder) (605)347-2360