

## Statement of Understanding

Private organizations do not require Installation Commander approval to conduct off-base fundraisers. That does not relieve them from complying with Air Force Instructions. The following limitations apply to off-base fund raising activities by private organizations.

-POs conducting fundraisers off-base need to be clear they are not representing the Air Force, nor are they officially sanctioned and supported by the DoD (AFI 34-223, para 10.1)

-POs may not use the seal, logo, or insignia of the Department of Defense, any military department or military service, organizational unit, or installation on the PO's letterhead, correspondence, website, or in its title (AFI 34-223, para 10.1.1)

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 (AFI 34-223, para 10.1.2.2)

-POs must prominently display the following disclaimer on all print and electronic media mentioning the PO's name to emphasize the PO is not a part of DoD: "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." (AFI 34-223, para 10.1.2.3)

-POs must not engage in activities that duplicate or compete with any base service, Services activities, or the activities of any NAFI, including AAFES (AFI 34-223, para 10.8)

-Private organizations may conduct fundraising events off the installation so long as it is clear to members of the public that the organization is not representing the installation or the Air Force (AFI 34-223, para. 10.11)

-POs are prohibited from engaging in any conduct, which has the effect of advertising for, making referrals to, or encouraging use of any commercial business concerns (AFI 34-223, para 10.13)

-Actions of a PO must not prejudice or discredit the government or conflict with governmental activities (AFI 34-223, para. 10.19)

-Force Support Squadrons may not co-sponsor events with Private Organizations or unofficial activities/organizations for the purpose of obtaining commercial sponsorship, contributions, donations, gifts, advertising or generating revenue for them (AFI 34-223, para 10.19.1.1)

-In accordance with AFI 34-108, *Commercial Sponsorship and Sale of Advertising*, commercial sponsorship is not authorized to support Private Organizations or unit unofficial activities (such as social funds) (AFI 34-223, para 10.19.1.2)

-Off-base solicitations must clearly indicate they are being sought for a private organization and not for the base or any official part of the Air Force (AFI 34-223, para 10.19.1.3)

-POs are prohibited from engaging in any action that makes it appear the installation is endorsing or will grant special treatment to donors (AFI 34-223, para 10.19.1.3.1)

I have read the above paragraphs concerning the limitations upon private organizations conducting off-base fund raising activities. I agree to abide by these limitations imposed on private organizations by AFI 34-223.

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Organization Represented

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Time and Date of this Fundraiser

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# Of Fundraisers Conducted This Quarter By PO

Describe the Fundraising Event & How it Will be Advertised

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Private Organization Representative's Signature

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Date

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55 WG/JA (Admin. Coordination) Signature

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Date

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55 FSS Representative Signature

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Date