

# Private Organizations and Unofficial Activities Handbook



*Prepared by  
502 MSG/JA*

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## **CHAPTER 1 - DEFINITION/AUTHORITY**

1. This booklet provides information and sample documents for private organizations (POs) and unofficial activities on Fort Sam Houston, Texas. The governing directive for these activities is AFI 34-223, *Private Organization Program*. Compliance with this AFI is mandatory.
  
2. POs are self-sustaining special interest groups set up by people acting outside the scope of any official position they occupy in the federal government.
  - a. POs are not integral parts of the military service or federal entities.
  
  - b. They are not nonappropriated fund instrumentalities (NAFIs) as defined in AFI 34-201.
  
  - c. They are not entitled to the sovereign immunities and privileges given to the Air Force.
  
  - d. They operate on Air Force installations with the written consent of the installation commander.
  
3. Unofficial activities are small groups of individuals who are not required to be formally established as POs because their current assets (which include cash inventories, receivables, and investments) do not exceed a monthly average of \$1,000 over a 3-month period. Examples of unofficial activities include coffee funds, flower funds, sunshine funds, etc. If an unofficial activity's current assets exceed the \$1,000 limit, it must become a PO, discontinue operations, or reduce its current assets. Unofficial activities follow the same general rules as POs, with the exception that they are not required to have a constitution or file annual financial reports. While an annual report submission is not required, however, that does not eliminate the requirement for the unofficial activity to maintain financial records to ensure full accountability of amounts received and expended. It is the responsibility of the unofficial activity to initiate actions when its assets exceed the \$1,000 limit.

## **CHAPTER 2 - RESPONSIBILITIES**

### 1. Installation Commander:

NOTE: The responsibilities outlined in this section have been delegated to the 502d Mission Support Group Commander (502 MSG/CC).

#### a. Authorizes the establishment and operation of a PO:

(1) When it is determined that the PO will make a positive contribution for base personnel.

(2) May withdraw authorization if the PO:

(a) Prejudices or discredits the US Government.

(b) For not complying with the requirements of AFI 34-223 or other applicable directives.

(c) Any other reasonable or just cause.

b. Approves requests for fundraisers or may delegate this approval function to the 502d Force Support Squadron Commander (502 FSS/CC) or Director (502 FSS/CL).

c. Designates the 502 FSS Commander or Director to monitor and advise on PO and unofficial activity/organization activities.

d. May direct a PO to eliminate duplication of services, particularly when these services compete with the installation's nonappropriated fund revenue-generating activities.

### 2. The 502 FSS/CC or 502 FSS/CL

a. Monitors PO's and unofficial activities.

b. Advises PO officers.

c. Directs the Resource Management Flight Chief (RMFC) to keep a file on each activity.

### 3. Services Resource Management Flight Chief (RMFC):

a. Reviews each activity annually to make sure documents, records, and procedures outlined in this Guidance Handbook and AFI 34-223 are in order.

b. Coordinates on all requests to establish a PO or unofficial activity. The purpose of this coordination is to maintain copies for maintenance of activity file.

1. As a minimum, files must contain a Constitution and Bylaws, revalidation letters showing dates of review, financial statements/reviews, audit reports, minutes of meetings, proof of required insurance and appropriate waiver, current list of officers, points of contact, tax exempt approval from the IRS (if applicable) and other documents required by MAJCOM and/or Installation Commander and approved waivers.

c. Coordinates on all fundraising requests. The purpose of this coordination is to verify that activity files are current.

#### 4. 502 MSG Legal Office

a. Reviews all requests to establish a PO or unofficial activity. This review includes Constitution and bylaws (as applicable), and provides appropriate recommendation to commander for approval or disapproval.

b. Reviews all fund raising requests and provides appropriate recommendation to the MSG/CC for approval or disapproval.

## **CHAPTER 3 - SETTING UP A PRIVATE ORGANIZATION OR UNOFFICIAL ACTIVITY**

1. **Overview:** In order to conduct fundraising activities on Fort Sam Houston, an organization must be approved to operate on Fort Sam Houston. The Mission Support Group Commander (MSG/CC) for the base has been delegated authority to approve these operations. If an organization expects to maintain over \$1000 in their account, they must be established as a private organization. Those with less than \$1000 are established as unofficial activities. The primary difference in establishing an unofficial activity vice a private organization is that a private organization must have a constitution.

2. **Process:** In order to become established as a private organization or unofficial activity, an organization must submit a Staff Summary Sheet (AF Form 1768). Requestors are responsible for maintaining a copy of their entire submission. The Staff Summary Sheet (SSS) is routed through 502 FSS/CL and 502 MSG/JA for coordination and then sent to the 502 MSG/CC for final approval. The approved SSS is returned to 502 FSS/CL for filing. The 502 FSS/CL will provide a copy of the approved SSS to the requestor.

### **3. Documents:**

a. **Private organizations.** If the organization is seeking PO status, the proposed constitution and by-laws must be attached to the SSS. See Attachment 1. Typically, POs will also submit a letter requesting a waiver of insurance requirements at this time. See Attachment 7. The constitution must: address the nature, function, classification, objectives, membership eligibility and sources of income of the PO. It must notify all members of their personal financial responsibility. It must describe the responsibilities of PO officers for asset accountability, liability, satisfaction, and sound financial and operational management. Finally, it must provide specific guidance on how to dispose of residual assets remaining in the PO treasury after satisfaction of outstanding debts.

b. **Unofficial activities.** If the organization is seeking unofficial activity status, a letter requesting that status must be attached to the SSS. See Attachment 2. Typically, unofficial activities will also submit a letter requesting a waiver of insurance requirements at this time. See Attachment 7.

## **CHAPTER 4 - OPERATING A PRIVATE ORGANIZATION OR UNOFFICIAL ACTIVITY**

1. The installation commander provides limited supervision over PO's. The commander's control lies in the power to authorize and withdraw authorization for these organizations to operate on the installation.
2. PO's and unofficial activities may not discriminate in hiring practices or membership policies based on age, race, religion, color, national origin, ethnic group or gender.
3. PO's and unofficial activities may organize around a cultural or ethnic focus as long as they do not restrict their membership on the basis of culture or ethnicity.
4. PO's and unofficial activities may not haze or harass, either physically or mentally, as part of their initiation rites.
5. PO's and unofficial activities may operate as religiously oriented organizations provided:
  - a. Requests by similar organizations are also approved.
  - b. Authorization is for nonexclusive use of government facilities.
  - c. No sign or insignia or other organizational identification is placed on or inside government facilities except when the organization's activities are in progress.
  - d. Membership is not restricted to members of the religion involved.
  - e. The installation staff chaplain coordinates on the request.
6. PO's and unofficial activities must be self-sustaining. There will be no direct financial assistance to an activity from a NAFI in the form of contributions, dividends, or donations of monies or other assets.
  - a. They must properly plan and adequately control the monetary aspects of their goals and objectives.
  - b. Individual members may not derive income from the activity except for specific performed services.
7. PO's and unofficial activities must ensure fiscal accountability is maintained and that appropriate internal controls are established to prevent misuse of funds. They must ensure their goals and objectives are properly identified and their assets are properly controlled and programmed. Tools used in this financial management process include budgets and financial statements.
  - a. **Budgets.** Budgets are logical, detailed plans for operations that are expected to occur, expressed in dollars for the year (may be broken down by month and quarter). Budgets project activities (income and expense), as well as planned capital purchases. The purpose of a budget is to establish and define financial objectives and to outline plans to achieve those goals.
  - b. **Financial Statements.** Typically, there are two different reports associated with the financial statements: a balance sheet and an income and expense statement.

(1) *Balance Sheet*. The balance sheet accounts for total assets (e.g. cash, accounts receivable, property, etc.) and is a statement of financial condition (assets versus liabilities and net worth) at a specific point in time. See Attachment 3.

(2) *Income and Expense Statement*. This statement provides a financial breakdown of revenue (e.g. dues, sales, fees, etc.) and expenditures (e.g. donations, awards, luncheons, etc.) for the period, usually monthly. See Attachment 4. Use an income and expense statement, either on an accrual or cash basis, to show actual monetary events that have occurred during the period.

8. Activities with a certain level of gross annual revenue must undergo audits and financial reviews.

9. Activities may not engage in fundraisers that duplicate or compete with Army and Air Force Exchange Service (AAFES) or FSS activities.

10. PO's and unofficial activities may not engage in frequent or continuous resale activities or operate amusement or slot machines.

a. The prohibition against frequent or continuous resale activities does not preclude collective purchasing and sharing of purchased items by members of the POs or unofficial activities/organizations so long as there is no actual resale. "Resale" is defined as the sales of items at a markup intended to generate cash in excess of that needed to pay expenses; cash generated from rounding up costs to a sales price to make a sales price more convenient to the customer does not constitute resale.

b. Occasional sales for fundraising purposes may be approved (e.g. bake sales or similar events). "Occasional" is defined as not more than two fund raising events per quarter. Base-wide special events such as the air show, September Celebration, Sweet Heart program, etc., will not be counted toward this limit.

11. PO's and unofficial activities may not sell or serve alcoholic beverages.

12. PO's and unofficial activities must have liability insurance unless the requirement is waived.

a. PO's for which waivers have been granted may be required to obtain insurance for certain special events which involve greater risk of injury or damage.

b. Insurance waivers must be re-evaluated annually.

13. PO's should consider bonding for its treasurer.

14. PO's and unofficial activities must comply with all applicable federal, state, local, and foreign laws governing similar civilian activities.

15. Activity officers and members must report any signs of fraud or other improprieties to the 502 FSS/CL.

16. PO and unofficial activity officer and member actions must not prejudice or discredit the US Government or conflict with governmental activities.

17. PO and unofficial activities may not solicit funds for their organization on base. Off-base solicitations must comply with AFI 34-223 and base operating instructions.

18. PO and unofficial activities are responsible for their tax-exempt status (if eligible and desired) and must work with appropriate federal or state taxing authorities.

19. Logistical support for POs and unofficial activities is limited as follows:

a. PO's and unofficial activities must furnish their own equipment, supplies, and other materials. Neither NAF nor APF can be used to support such activities.

b. May be provided space for meetings of reasonable duration and frequency subject to the following:

(1) POs and unofficial activities must reimburse for services (to include utilities) when facility is used other than on an occasional basis (unless authorized by an AF directive).

(2) POs and unofficial activities must reimburse for any additional costs incurred by the AF resulting from such use, e.g., incremental increases in maintenance and janitorial expenses.

20. POs and unofficial activities must provide the following information to 502 FSS/CC or Civilian Leader.

a. Any change of officers or points of contact (as changes occur). See Attachment 5.

b. Any change of treasurer (as change occurs). See Attachment 6.

21. POs and unofficial activities must obtain written approval to conduct fundraising events on Fort Sam Houston (see chapter 5 for procedures).

22. Within 30 days after the end of their fiscal year, POs are required to file an annual report (see chapter 6 for specific requirements).

## **CHAPTER 5 - CONDUCTING FUNDRAISERS**

1. **Background:** Prior to conducting a fundraising event on Fort Sam Houston, written approval from the 502 FSS/CL must be obtained. The maximum number of fundraising events a PO or unofficial activity can conduct in a quarter is two. If an activity is not current (approved to operate and in the case of POs annual review for last fiscal year filed), their fundraiser requests will not be approved. Depending on the type of fundraiser and risks associated with it, insurance may be required (typically it is not); legal will make the final determination of this requirement. Members of the PO or unofficial activity must also be aware that they cannot work the fundraiser while on duty. Requests to conduct games of chance, lotteries, or other gambling activities will not be approved. Raffles may be held under special circumstances but must comply with AFI 34-223 requirements as well as state and county regulations.

2. **Process:** A form requesting approval of the fundraiser must be submitted sufficiently in advance of proposed event to allow for coordinations (typically, a 30 day lead time is sufficient for the process). Coordination's required depends upon the type of fundraiser that is being proposed. Following are typical coordination's:

- a. 502 FSS/CL: This office reviews and coordinates on all fundraising requests. The purpose of the review is to verify the requesting activity is current and eligible to conduct fundraising on the base.
- b. AAFES/FC: FSS will coordinate on any fundraisers involving food sales.
- c. DECA/FS: FSS will coordinate on any fundraisers involving food sales.
- d. FSH Preventive Medicine: As the public health office, they must coordinate on any fundraisers involving food sales.
- e. 502 MSG/JA: The legal office reviews all fundraiser requests to ensure compliance with applicable regulations.
- f. 502 FSS/CL: The FSS/CL is the approving official for fundraisers.
- g. Other coordinations. There may be other coordinations required, depending upon the type of fundraiser being planned. On FSH Resource Management will handle the coordination of events with the exception of events held at BAMC or those involving security.

## **CHAPTER 6 - ANNUAL REVIEW REQUIREMENTS**

1. **Background:** Annually, each PO must provide a report to the base private organization monitor. The purpose of this report is to ensure that the activity has implemented guidelines to safeguard and account for funds, as well as to update records with current officers, constitution, etc. This report is due within 30 days after the end of the fiscal year. Each activity determines when their fiscal year will conclude. Typically, it is either 30 Sept or 31 Dec, but can be any month.

2. **Process.** A SSS is submitted through the private organization monitor (502 FSS/CL) and the legal office (502 MSG/JA) for 502 MSG/CC approval.

3. **Documents:** The following documents must be submitted:

- a. Balance sheet for the end of the fiscal year.
- b. Income and expense statement for the fiscal year.
- c. List of current officers (a Privacy Act statement must be included).
- d. Copy of treasurer acceptance statement.
- e. Waiver of liability insurance or current proof of insurance.
- f. Revised constitution and by-laws (required every two years).

2. If the above annual review requirements are not submitted, the activity will not be considered current and cannot conduct fundraisers or participate in Newcomers' Extravaganza or have weblink displayed on MWR website.

## **CHAPTER 7 - ENDING A PRIVATE ORGANIZATION**

When an activity decides to disband or shut down, it must:

1. Use its funds to satisfy any outstanding debts, liabilities, or obligations. Any unpaid obligations remain the responsibility of the PO or unofficial activity members.
2. Dispose of the residual balance as decided by the membership.
3. Activity officers must notify the 502 FSS/CL of their intent, in writing, to dissolve the activity and must prepare a time-phased action plan to do so. See Attachment 8.

**ATTACHMENT 1**

**SAMPLE CONSTITUTION FOR PRIVATE ORGANIZATIONS**

The sample constitution that follows contains all basic provisions for writing a constitution for a private organization. *Items in italicized bold print are mandatory statements that must be included verbatim in the constitution, as shown below.* Other items are statements that an organization may choose to include or edit to suit their own particular objectives and desires. All Articles and Sections addressed in the example below must be included in each private organization's constitution.

**ARTICLE I  
NAME AND AUTHORITY**

*Section 1. The name of this organization will be \_\_\_\_\_ and is established pursuant to the provisions of AFI 34-223, and in accordance with all applicable civil and military laws and regulations. Operation is contingent on compliance with the requirements and conditions of all applicable Air Force regulations.*

*Section 2. This is organization and operates on Fort Sam Houston only with the written consent of the 502 Mission Support Group Commander.*

**NOTE:** "Fort Sam Houston" cannot be a part of the organization's name without prior approval of the Installation Commander, 502nd Air Base Wing.

**ARTICLE II  
PURPOSE**

*The purpose of this organization shall be to \_\_\_\_\_*

*\_\_\_\_\_ organization will conduct itself in a manner that is free of racial discrimination. organization will provide equal opportunity and treatment for all members and prospective members regardless of their race, color, religion, sex, handicap, age, or national origin.*

*This  
The*

**ARTICLE III  
MEMBERSHIP**

Section 1. Active members:

Section 2. Associate members:

Section 3. Affiliate members:

Section 4. Honorary members:

Section 5. Any person wishing to join this organization will make an application at a regular membership meeting.

Section 6. Membership in this organization will be terminated:

- a. Upon request or PCS of the member concerned;
- b. If the member fails to meet financial responsibilities, such as dues being 3 months in arrears;
- c. Upon recommendation of the board of governors after a complete review of the circumstances and approval of the general membership;
- d. Failure to meet participation requirements and recommendation of the board of governors with the approval of the general membership;
- e. For any other valid reason when recommended by the board of governors and approved by the general membership.

**NOTE: If there are different classes of membership, they must be specified separately; if not, membership eligibility itself must be addressed.**

#### **ARTICLE IV DUES AND FINANCES**

*Section 1. Dues (will/will not) be paid by active or affiliate members.*

Section 2. The dues shall be established by the by-laws of this Constitution.

*Section 3. (Income/other income) will be obtained from fundraising events and other activities as approved by the general membership and the Installation Commander.*

*Section 4. Money collected will be used for operation of this organization to \_\_\_\_\_.* (Purchase trophies, fund club parties, make donations, etc. **BE SPECIFIC IN YOUR EXPLANATION**).

*Section 5. Income will not accrue to individual members except through wages and salaries for private organization employees or as payment of services rendered.*

**ARTICLE V**  
**OFFICERS AND ADMINISTRATION**

Section 1. The administration of this organization shall be conducted by a board of governors, constituted as follows: a president, vice-president, secretary, and treasurer. These officers shall perform the duties herein specifically provided for and also those specified by the by-laws and other such duties as are usually incident to their office.

Section 2. Each term of office shall be for 6 months.

a. Officers' terms may be terminated prior to 30 June or 31 December for the following reasons:

(1) Permanent change of station.

(2) Resignation, if accepted by a majority vote of the board of governors.

b. The term of office will begin 1 January and 1 July.

Section 3. Elections.

a. All members of the board of governors shall be elected at the second meeting in June and December from a slate submitted by a nominating committee at the first meeting in June and December. Nominations may be made from the floor. Elections require a majority vote of the votes cast; and in case a majority is not received by a candidate, then a run-off vote shall be held for the top two candidates. Votes will be cast by secret ballot. Proxy votes will not be permitted.

b. Members eligible for holding office must have at least 6 months remaining on station at the beginning of their term and must have been an active member for at least 3 months.

c. A majority vote of the members present shall be needed before any proposed action becomes valid. A majority shall be half plus one of the members present. The president shall vote only in case of a tie.

Section 4. Vacancies occurring in the office of the president shall be filled by special election. Other offices will be filled from the board of governors by appointment by the president for the remainder of the term. Should two or more board members vacate from the board, a special election will be held to fill the vacancies.

Section 5. Duties and powers of the board of governors:

a. The board of governors shall meet when deemed necessary by the organization or the president. The presence of three-fourths of the board members is required to constitute a quorum. The action of the board of governors requires a majority vote before it is valid. Proxy votes will not be permitted.

b. The board of governors has the authority to authorize expenditures of amounts not greater than \$50 dollars. Other expenditures require a majority vote of the members at any meeting.

c. The board of governors will recommend policies, supervise programs, approve entertainment, rule on membership, except as specifically provided otherwise, enforce the constitution, and resolve grievances/complaints/suggestions submitted by members.

d. The president shall preside over all meetings of the board of governors and general/special meetings of the membership. He/she shall call special meetings of the membership, supervise elections, appoint committees as deemed necessary, prescribe their function, and appoint the committee chairperson.

e. The vice-president shall assume the duties of the present in the president's absence

f. The secretary shall maintain written minutes of all meetings. Minutes shall be made available for review to any member.

g. The treasurer shall receive, deposit, disburse, maintain a record and account for all funds of the organization, and prepare the publication of all monthly statements of the financial status of the organization. A financial status report will be given to the membership at each general membership meeting.

*h. The books of the treasurer will be reviewed at least 2 weeks prior to termination of office. The results of this review will reflect the new treasurer's acceptance of said books. A copy of the new treasurer's acceptance will be forwarded to 502 FSS/CL within 30 days of transfer of office. Year-end financial statements covering 1 January through 31 December of the previous year will be forwarded to 502 FSS/CL by COB 15 February of each year. The cost of all financial reviews/audits is the responsibility of this organization.*

**NOTE: Most language in ARTICLE V is provided as an example; duties of organization officials must be specified in the constitution.**

## **ARTICLE VI INSURANCE**

*The organization will maintain liability and property damage insurance coverage commensurate with risk to protect against any claims or lawsuits that might arise from the commission or omission of acts by its members when acting in any capacity for or in participating in any activities of the organization. Such coverage, when required, must expressly provide that neither the US Government nor any Non-Appropriated Fund Instrumentality will be liable for any claims or judgments against the organization or its members. A copy of the insurance policy and all renewal policies will be forwarded to 502 FSS/CL. If insurance is not deemed necessary, submit a Request for Waiver of Insurance requirement to 502 FSS/CL for approval by the Mission Support Group Commander.*

## **ARTICLE VII**

## MEETINGS

Section 1. General membership meetings will be held on the first and third Tuesday of every month.

Section 2. Special membership meetings may be called at the discretion of the board of governors or must be called upon written petition of two-thirds of the membership.

Section 3. Public notices of special membership meetings must be given. Public notice will be given by posting in the Plan of the Day and the Daily Bulletin at least 2 weeks in advance.

Section 4. A majority vote of the members present is required for passing a resolution, except as otherwise provided.

## ARTICLE VIII DISSOLUTION

*Section 1. In case of dissolution of the organization, any funds in the treasury after satisfaction of any outstanding debts, liabilities or obligations will be donated to the base youth activities program, local charities, or \_\_\_\_\_ (be specific). Disposal of other assets shall be determined by the membership. However, if upon dissolution, liabilities exceed assets, then the excess of liabilities over assets shall be paid by the membership on a pro rata basis. For the purpose of this article, a member is defined as one whose name is carried on the roll of the active and associate members as of the date of notification. The membership is liable under the laws of Illinois for organizational debts in the event the organization's assets are insufficient to discharge liabilities. Distribution of residual funds and other assets must not accrue to the benefit of any individual member or the membership as a whole.*

*Section 2. In the event that a nonappropriated fund instrumentality fills the need for which this private organization is established, this organization will be dissolved. Under those circumstances, all financial transactions of dissolution would be concluded separately and apart from the operation of any activity established as a Non-Appropriate Fund instrumentality.*

*Section 3. Upon determination to dissolve, written notice will be given to 502 FSS/CL immediately.*

*Section 4. The Mission Support Group Commander, has the authority to dissolve this organization in the event that there are no members present or in the best interest of the United States Air Force.*

**ARTICLE IX  
BY-LAWS**

By-laws shall be established or changed by the membership of the organization. Individual by-laws may be initiated, changed or eliminated by two-thirds vote of the voting members at any meeting with 2 weeks' notice.

**ARTICLE X  
AMENDMENTS**

Section 1. The constitution may be amended at any scheduled meeting of the organization by two-thirds vote of the membership present and eligible to vote, provided that a written, printed, or public notice of the proposed amendment has been given to the membership at least 2 weeks prior to the date of the meeting. Amendments to the constitution can be proposed by the board of governors or by written petition of two-thirds of the membership at any meeting.

***Section 2. Conflicts of any provision of the constitution or by-laws with existing military directives will be changed administratively subject to the final review of the Mission Support Group Commander.***

**ARTICLE XI  
ADOPTION**

This constitution was approved by a majority vote of the general membership of this organization on \_\_\_\_\_(date), and is submitted for approval by the 502 Mission Support Group Commander, Fort Sam Houston, Texas.

\_\_\_\_\_ *President's signature*

\_\_\_\_\_ *Vice-President's signature*

\_\_\_\_\_ *Secretary's signature*

\_\_\_\_\_ *Treasurer's signature*

**ATTACHMENT 2**

MEMORANDUM FOR 502 FSS/CL

FROM:

SUBJECT: Request for Unofficial Activity Status

1. \_\_\_\_\_ desires status as an unofficial activity authorized to exist and operate as a self-sustaining special interest group on Fort Sam Houston. Our organization does not generate or maintain assets in excess of a \$1,000 monthly average for any three consecutive months. If we exceed this amount, we will immediately make application for status as an authorized private organization in accordance with AFI 34-223.
  
2. So that 502 FSS/CL may comply with their responsibility to monitor all private organizations at Fort Sam Houston, the following information will be provided:
  - a. The financial statement of the previous year's financial activity will be submitted each fiscal or calendar year.
  
  - b. The lower portion of the Privacy Act Statement with names, duty phones, PO Boxes or addresses of points of contact will be submitted each time a POC changes.
  
  - c. The Treasurer's Acceptance Statement will be submitted each time a new treasurer accepts the position.
  
3. We recognize that our status as an official activity is with the express permission of the Installation Commander or delegated representative. Except for the requirement to provide a constitution and by-laws, we will comply with the requirements of AFI 34-223.
  
4. The specific purpose of the activity is to: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Requester  
Printed Name/Duty Phone

**ATTACHMENT 3**

PRIVATE ORGANIZATIONS/UNOFFICIAL ACTIVITIES BALANCE SHEET  
FY \_\_\_\_

NAME OF PO/UNOFFICIAL ACTIVITY:	
ASSETS	ANNUAL FY ____
Cash	
Checking	
Savings	
Savings Account Interest	
ACCOUNTS RECEIVABLE	
Prepaid Expenses	
TOTAL ASSETS	
LIABILITY	
ACCOUNTS PAYABLE	
TOTAL LIABILITY	
ACTIVITY EQUITY (NET WORTH)	
LIABILITY + EQUITY	

-----  
Date

-----  
Name Of Person Making Report

**ATTACHMENT 4**

BUDGET OR INCOME AND EXPENSE STATEMENT FY \_\_\_\_ 1<sup>ST</sup> QUARTER

NAME OF PO/UNOFFICIAL ACTIVITY:				
INCOME	OCT	NOV	DEC	1 <sup>ST</sup> QTR
Sales				
Cost of Sales				
GROSS PROFIT				
Dues				
Bake Sales				
Car Washes				
TOTAL REVENUE				
EXPENSES	OCT	NOV	DEC	1 <sup>ST</sup> QTR
Gifts				
Flowers				
Decorations				
Printing/Advertising				
Child Care Charges				
Awards				
TOTAL EXPENSES				
OTHER INCOME				
Interest				
SUBTOTAL				
NET INCOME/(LOSS)				

-----  
Date

-----  
Name Of Person Making Report

PRIVATE ORGANIZATIONS/UNOFFICIAL ACTIVITIES QUARTERLY BUDGET OR INCOME  
AND EXPENSE STATEMENT FY \_\_\_2<sup>ND</sup> QUARTER

NAME OF PO/UNOFFICIAL ACTIVITY				
INCOME	JAN	FEB	MAR	2 <sup>ND</sup> QTR
Sales				
Cost of Sales				
<b>GROSS PROFIT</b>				
Dues				
Bake Sales				
Car Washes				
<b>TOTAL REVENUE</b>				
EXPENSES	JAN	FEB	MAR	2 <sup>ND</sup> QTR
Gifts				
Flowers				
Decorations				
Printing/Advertising				
Child Care Charges				
Awards				
<b>TOTAL EXPENSES</b>				
OTHER INCOME				
Interest				
<b>SUBTOTAL</b>				
<b>NET INCOME/(LOSS)</b>				

-----  
Date

-----  
Name Of Person Making Report

PRIVATE ORGANIZATIONS/UNOFFICIAL ACTIVITIES QUARTERLY BUDGET OR INCOME  
AND EXPENSE STATEMENT FY \_\_\_\_ 3<sup>RD</sup> QUARTER

NAME OF PO/UNOFFICIAL ACTIVITY:				
INCOME	APR	MAY	JUN	3 <sup>RD</sup> QTR
Sales				
Cost of Sales				
<b>GROSS PROFIT</b>				
Dues				
Bake Sales				
Car Washes				
<b>TOTAL REVENUE</b>				
EXPENSES	APR	MAY	JUN	3 <sup>RD</sup> QTR
Gifts				
Flowers				
Decorations				
Printing/Advertising				
Child Care Charges				
Awards				
<b>TOTAL EXPENSES</b>				
OTHER INCOME				
Interest				
<b>SUBTOTAL</b>				
<b>NET INCOME/(LOSS)</b>				

-----  
Date

-----  
Name Of Person Making Report

PRIVATE ORGANIZATIONS/UNOFFICIAL ACTIVITIES QUARTERLY BUDGET OR INCOME  
AND EXPENSE STATEMENT FY \_\_\_\_ 4<sup>TH</sup> QUARTER

NAME OF PO/UNOFFICIAL ACTIVITY:				
INCOME	JUL	AUG	SEP	4 <sup>TH</sup> QTR
Sales				
Cost of Sales				
<b>GROSS PROFIT</b>				
Dues				
Bake Sales				
Car Washes				
<b>TOTAL REVENUE</b>				
EXPENSES	JUL	AUG	SEP	4 <sup>TH</sup> QTR
Gifts				
Flowers				
Decorations				
Printing/Advertising				
Child Care Charges				
Awards				
<b>TOTAL EXPENSES</b>				
OTHER INCOME				
Interest				
<b>SUBTOTAL</b>				
<b>NET INCOME/(LOSS)</b>				

-----  
Date

-----  
Name Of Person Making Report

PRIVATE ORGANIZATIONS/UNOFFICIAL ACTIVITIES QUARTERLY BUDGET OR TOTAL  
INCOME AND EXPENSE STATEMENT FY \_\_\_ BY QUARTER

NAME OF PO/UNOFFICIAL ACTIVITY:					
INCOME	1 <sup>ST</sup> QTR	2 <sup>ND</sup> QTR	3 <sup>RD</sup> QTR	4 <sup>TH</sup> QTR	FY
Sales					
Cost of Sales					
GROSS PROFIT					
Dues					
Bake Sales					
Car Washes					
TOTAL REVENUE					
EXPENSES	1 <sup>ST</sup> QTR	2 <sup>ND</sup> QTR	3 <sup>RD</sup> QTR	4 <sup>TH</sup> QTR	FY
Gifts					
Flowers					
Decorations					
Printing/Advertising					
Child Care Charges					
Awards					
TOTAL EXPENSES					
OTHER INCOME					
Interest					
SUBTOTAL					
NET INCOME/(LOSS)					

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Date

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Name Of Person Making Report



**ATTACHMENT 5**

MEMORANDUM FOR 502 FSS/CL

FROM:

SUBJECT: Privacy Act Statement - Authority 10 U.S.C. 8012

Principal Purpose(s): To provide the 502 FSS, Fort Sam Houston, Texas, with statistical data about the officers and board of governors of the private organization so that those members can be duly notified in a timely manner during emergencies, annual reviews, formal and informal inquiries or investigations and so they can be contacted by persons interested in becoming a member of the organization.

Routine Uses: See "Principal Purpose(s)"

Disclosure is Voluntary: The information is privileged and cannot be disclosed without your consent. You are not required to complete this form; however, you cannot serve as an officer or on the board of governors if the information is not provided to the 502d Force Support Squadron. In addition, failure to disclose this information will preclude the inclusion of your private organization in any fundraising events and any 502d Force Support Squadron advertising or publicity efforts.

**CURRENT OFFICERS (Private Organization Only)**

PRESIDENT:

\_\_\_\_\_  
(Typed Name/Duty Phone/Home Phone/Address or Box #/Signature or Digitally Signed)

VICE PRESIDENT:

\_\_\_\_\_  
(Typed Name/Duty Phone/Home Phone/Address or Box #/Signature or Digitally Signed)

SECRETARY:

\_\_\_\_\_  
(Typed Name/Duty Phone/Home Phone/Address or Box #/Signature or Digitally Signed)

TREASURER:

\_\_\_\_\_  
(Typed Name/Duty Phone/Home Phone/Address or Box #/Signature or Digitally Signed)

**POINTS OF CONTACT (Unofficial Activity Only)**

PRIMARY:

\_\_\_\_\_  
(Typed Name/Duty Phone/Home Phone/Address or Box #/Signature or Digitally Signed)

ALTERNATE:

\_\_\_\_\_  
(Typed Name/Duty Phone/Home Phone/Address or Box #/Signature or Digitally Signed)

The above signatures indicate the Privacy Act Statement has been read and that the requested information is given for the above-stated purposes to the 502 FSS.

**ATTACHMENT 7**

MEMORANDUM FOR 502 FSS/CL

FROM:

SUBJECT: Treasurer Acceptance Statement

I, \_\_\_\_\_, have accepted the position of treasurer for \_\_\_\_\_, effective \_\_\_\_\_. I have reviewed the financial records of the organization and they are satisfactory. The amount of money in the account at the time of my acceptance is \$ \_\_\_\_\_, and that amount agrees with the financial statement and other financial records provided me at the time of assumption. I recognized no discrepancies.

\_\_\_\_\_  
Signature of New Treasurer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Old Treasurer

\_\_\_\_\_  
Date

**NOTE: A NEW TREASURER'S ACCEPTANCE STATEMENT IS REQUIRED EACH TIME YOUR ORGANIZATION CHANGES TREASURERS, NO MATTER HOW FREQUENTLY!**

**ATTACHMENT 8**

MEMORANDUM FOR 502 MSG/CC  
2330 Stanley Road, Ste A  
Fort Sam Houston, TX 78234-2636

FROM:

SUBJECT: Request for Waiver of Insurance Requirement

1. On behalf of the membership of the private organization identified above, request a waiver of insurance requirements specified in AFI 34-223, Section C, 10.11.
  
2. In making this request, we realize our responsibility to maintain adequate insurance coverage commensurate with the risk posed to the general public and the club membership. As we are a low risk private organization in our day-to-day activities, full-coverage insurance is, generally, not necessary. Should we engage in activities that directly increase the risk to the public or to our membership, however, we will procure the appropriate type and level of insurance. Such instances include but are not necessarily limited to the examples listed below:
  - a. Bazaars, as a cosponsor who furnishes workers.
  
  - b. Any fundraising activity open to the general public where athletic or sports-type activities are sponsored or conducted by the organization.
  
  - c. Fundraising activities where food is prepared and/or sold by the organization.
  
3. Further, we realize that claims against the organization for injury or damage caused by our negligence can impose a pro rata level of liability on each member in the event we lack insurance coverage or in the case where the claim exceeds our coverage.

\_\_\_\_\_  
Signature

Name (Printed): \_\_\_\_\_

Position in PO: \_\_\_\_\_

**ATTACHMENT 9**

MEMORANDUM FOR 502 MSG/CC  
2330 Stanley Road Ste. A  
Fort Sam Houston, TX 78234-2636

FROM:

SUBJECT: Request for Dissolution of \_\_\_\_\_

1. Subject activity no longer wishes to have authority to operate as a Private Organization on Fort Sam Houston. At a general membership meeting held on \_\_\_\_\_, members voted to dissolve effective \_\_\_\_\_.
  
2. *State in this paragraph how all outstanding liabilities, if any, have been satisfied prior to dissolution. If any assets remain, clearly indicate how they will be disposed.*
  
3. Our organizational bank account at \_\_\_\_\_, will be closed effective \_\_\_\_\_.
  
4. *Identify in this paragraph a person, including duty and home telephone numbers, with whom 502 FSS/CL may maintain contact should any further questions arise concerning your private organization or your request for dissolution.*

*NOTE: If you request to be considered an unofficial activity, insure that you meet all the requirements and provide the necessary documentation.*

\_\_\_\_\_  
Signature of Organization or Activity President