



**DEPARTMENT OF THE AIR FORCE
27TH SPECIAL OPERATIONS FORCE SUPPORT SQUADRON (AFSOC)
CANNON AIR FORCE BASE NEW MEXICO**

MEMORANDUM FOR ALL 27 SOW SQUADRON COMMANDERS

FROM: 27 SOFSS/CC

SUBJECT: Private Organization (PO) and Unofficial Activity (UA), Fundraiser Request Procedures

1. As Cannon AFB fulfills its mission and goals, the submission of required documentation for the Private Organization program is important as. As such, it is imperative that units follow AFI 34-223, *Private Organization Program*, guidance and procedures for establishing and operating POs/UAs.
2. To ensure fundraisers are approved on time, POs/UAs must submit and route packages correctly. The package must include a 27 SOFSS Form 1, *Fundraiser Request Form*, and a Legal Review Checklist. Packages must be completed electronically by an elected officer and forwarded to the PO box (27 SOFSS/FSR NAF Accounting) **at least two weeks** prior to the event. This allows time for corrections/advertisement. Advertisement is prohibited until the request is formally approved; government email advertisement is specifically prohibited.
3. The PO Guide is available on the Force Support Squadron webpage <http://www.cannonforce.com> and contains detailed information useful to POs and UAs. POs must be thoroughly familiar with these policies and are responsible for the documents that must be current at all times; non-compliance/missing paperwork will result in requests being disapproved. Violating any rules regarding the process will result in a verbal warning for the first violation, a written warning for the second, a 6 month probation for the third, and a 1 year suspension following the fourth violation. Required documents and their frequency are:

REQUIRED DOCUMENT	FREQUENCY
Constitution & By-laws	Every 2 years, or change in purpose, function or membership whichever comes first (POs only)
Proof of Required Insurance or Waiver	Annually (POs only)
Income & Expense Report	Monthly
Bank Statement	Monthly
Annual Balance Sheet/Audits/Reviews	Annually & as they occur
Meeting Minutes	As they occur
Privacy Act Letter	As changes in officers occur
Treasurer's Acceptance Letter	As changes in treasurers occur
Organization Bank Letter	If bank changes from letter on file

4. Current forms/templates are located at <http://www.cannonforce.com/force-support.html> on the Private Organizations tab, do not use older versions. Sign documents using your CAC card signature block. Keep all documents in Microsoft Word format, hard copy signatures/scanned PDF files are not accepted.
5. If you have any questions regarding POs or UAs, please contact the Private Organization Monitor, Anne Davis at 784-7006.

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Commander