



Before Getting Started

Please note this list does not cover all of the regulations for a Private Organization, but is just a brief overview. For more information, please reference AFI 34-223, the Private Organization Guide, base legal office, the Private Organization Monitor, the Services Marketing Department or online at <http://www.30svs.com/svfp.html>. We want to help make your event a success!

DON'T

- Use letterhead, name or seal of DoD or DoD acronym, your rank or job title on a donation letter
- Use raffles, lotteries and other games of chance (raffle restrictions in AFI34-223 para 10.16 can be done when all parameters are met and approved by Legal and commander)
- Compete with AAFES or Services
- Sale alcoholic beverages
- Solicit on VAFB
- Contact local businesses while in uniform
- Promise a business something in return for the donation or gift; it is just that...a donation or gift
- Conduct fundraising in the workplace
- Advertise a company's name or logo that made a donation prior to your event (example: don't distribute a poster, flyer or email stating to come to the event and win a bike from Cycle Gear. Instead, when promoting your event, state to come win a bike. At the event you can then thank Cycle Gear for their donation.)
- Advertise your fundraiser until the form 400 has been approved
- Conduct more than two fundraisers on VAFB per calendar quarter (AFI 34-223)

DO

- Use the following disclaimer on all print materials mentioning the POs name confirming that the PO is not part of the 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."
- Have your donation letter reviewed by legal prior to seeking donations
- Give the Form 400 process 14 days
- Notify your Private Organization Monitor of any committee changes such as President, VP, etc
- Make it clear that you are raising funds as Private Individuals and NOT as a Captain, Sergeant, etc.

I have read and received a copy of the Memorandum for Record regarding Commercial Sponsorship and this brief list of do's and don'ts.

Signature