



DEPARTMENT OF THE AIR FORCE
4TH FIGHTER WING (ACC)
SEYMOUR JOHNSON AIR FORCE BASE NC

12 July 2010

MEMORANDUM FOR Squadron Commanders and Wing Agency Chiefs

FROM: 4 FSS/CC

SUBJECT: Fund Raising Units

1. Fund raising units are either an Unofficial Activity (UA) or a private organization. As specified in AFI 34-223, Private Organization Program, the amount of assets determines the category for each fund raising unit. Regardless of which category, certain guidelines must be followed to ensure the criteria of the AFI are met. The AFI pertains to any Unit Advisory Council and other organizations in the area that raise money for charities or special events on base.
2. Accordingly, request each squadron with a fund raising unit complete the attached checklist. The completed checklist should be certified by the Squadron Commander or Wing Agency Chief and sent to 4 FSS/FSR by 15 October 2007. This checklist should be completed for any fund raising unit a squadron may operate. If a squadron does not have a fund raising unit, a letter stating none exists should be forwarded.
3. If a commander or agency chief finds their fund raising unit exceeds the assets of a UA and should be organized as a private organization, please contact Mrs. Vernesha Townsend, 4 FSS/FSR, at 722-7152 for information or reporting requirements. Mrs. Townsend can also answer questions regarding the checklist for UA's.
4. Fund raising units perform an important function for their squadron and there is no intent to see these operations closed. However, care must be exercised in their operation to ensure we remain within the rules specified in the checklist and AFI. Please work with the Force Support Squadron so that we can meet the needs of the squadron while complying with the AFI.

RONALD K. BOOKER, Major, USAF
Commander, 4th Force Support Squadron

Attachment:
Commanders Checklist for Unofficial Activities