

## PROCEDURES FOR BECOMING A PRIVATE ORGANIZATION

1. Read AFI 34-223 Private Organization (PO) Program, Operation Instruction for PO Program, and PO guide. These documents will provide necessary information regarding the purpose, responsibilities and guidance POs are obligated to follow throughout their operation.
2. Submit the following paperwork to 18 FSS/FSRF PO Office:
  - a. Request for approval to become a Private Organization.
  - b. Constitution & Bylaws (must be in accordance with AFI 34-223). POs may add information to the Constitution and Bylaws which is applicable to their organization but may not delete information already presented.
  - c. Officer Roster.
3. The PO Office reviews all documents submitted, and assures all information presented follows guidelines provided within the PO AFI 34-223 and PO Operation Instructions. Once the necessary amendments are made and approved by 18 FSS/FSRF, the request will be routed to 18 WG/JA through 18 FSS/FSR and 18 MSG/CC for approval. The Constitution and Bylaws are not in effect until signed by 18 MSG/CC.
4. Once the request is approved and signed by 18MSG/CC, the PO Office will notify the officers. The PO President will have 30 days to attend the mandatory PO meeting after receiving approved package. All PO officers are highly encouraged to attend.
5. The PO Office will maintain a continuity binder for the newly approved Private Organization and approve any fundraisers conducted on Kadena AB.

The process of becoming a PO may take up to 6 months. Organizations may conduct fundraisers prior to PO approval as Unofficial Activities (UA). Please keep in mind that UAs are not allowed to exceed \$1,000 in assets over a three-month period.

The 18 FSS/FSRF PO Office monitors all Private Organizations on Kadena AB. All documents (Constitutions and Bylaws, Insurance Waiver Requests, EIN, Financial Statements, and others) must be submitted to the PO office for review/approval.

Information can be sent through email to [18FSS.FSRF.KadenaPrivateOrg@us.af.mil](mailto:18FSS.FSRF.KadenaPrivateOrg@us.af.mil). For submission and questions, please call 632-7215.