Private Organization Approval Package Checklist

Certifications

Initials	Requirements
	I certify I have read AFI 34-223, *Private Organizations Program*.
	I certify the Private Organization will operate outside of the workplace, off-duty, and not in uniform.
	I certify the Private Organization will not use any unauthorized government resources to support its operations.
	I certify the Private Organization will not act in any way that might cause a reasonable person to believe the organization is expressly or impliedly endorsed by DoD, DAF, USSF, Buckley SFB, or any DoD entity.
	I certify the Private Organization will comply with its Constitution and By-Laws.
	I certify the Private Organization will seek and gain approval through 460 FSS prior to conducting any fundraisers on Buckley SFB.
	I certify that at least one officer of the PO has received training from SBD 2/JA on how to legally operate a PO.

Documents

Yes	N/A	Documents Required in Package
		Signed Constitution (required)
		Signed By-Laws (required)
		Declarations Page of Insurance Policy or Request for Insurance Waiver (one or the other is required)
		Background Checks (required only for members/employees/volunteers who will have contact with children under the age of 18 as part of Private Organization activities on base)
		Memo Requesting Establishment on Base as an Approved Private Organization (required) Note: If the name of the Private Organization includes the name or abbreviation of the Department of Defense, an Air Force organizational unit, or installation (e.g., "Buckley Top 3" or "460 FSS Booster Club") then this memo must also include a request to utilize the name. The Installation Commander or their delegee is the approval authority.

Contact Information

Primary Point of Contact for Private Organization
Name:
Email:
Phone Number:

Alternate Point of Contact for Private Organization
Name:
Email:
Phone Number: