



# THE JBSA JURIST

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## Private Organizations and Fundraising

- **What is a Private Organization?**

Private organizations are self-sustaining special interest groups set up by people acting outside the scope of any official capacity as officers, employees, or agents of the Federal Government. They operate on Air Force installations with written consent of the installation commander, when he/she determines they will have a positive impact on base quality of life.

Private organizations are not Federal entities and are not treated as such. They are not NAF Instrumentalities (NAFIs) as defined in Air Force Instruction (AFI) 34-201, *Use of Non-appropriated Funds*, nor are they entitled to the sovereign immunities and privileges given to NAFIs or the Air Force. Small unofficial activities (like coffee funds, flower funds, sunshine funds, etc.) are generally not considered private organizations but unofficial activities.

Installation commanders provide limited supervision over private organizations. Their control lies in the power to authorize and withdraw authorization for these organizations to operate on the installation. They ensure compliance with the requirements of AFI 34-223, *Private Organization (PO) Program*, but do not control or dictate internal activities or structure of private organizations. The commander may withdraw the authorization if the private organization prejudices or discredits the United States Government, conflicts with Government activities, or for any other just cause or reason.

- **Fundraising**

On-base fundraising is a privilege provided to private organizations, unofficial activities and informal funds that have obtained authorization to operate on Joint Base San Antonio. All fundraising requests must be approved by the 502 Force Support Squadron (FSS) prior to the event. This is required per AFI 34-223. Installation Commander approval is normally required by the governing AFI, however approval authority for Joint Base San Antonio fundraisers has been delegated to the 502d FSS Commander/Director.

Fundraising requests submitted to the 502 FSS are reviewed by FSS personnel and routed to the 502 FSG legal office for a legal review to ensure the requirements listed in AFI 34-223 are met. Each private organization is limited to two events per quarter, no commercial sponsorships can be involved, participants must be in a non-duty status during the fundraiser and must not be in uniform, and the fundraiser must not take place during the Combined Federal Campaign or Air Force Assistance Fund (with a few limited exceptions). Requests to conduct games of chance to include bingo, lotteries or other gambling activities are subject to very strict rules and are typically not approved. For example, Texas law highly restricts who may conduct a raffle.

JBSA legal offices, in conjunction with 502 FSS Organization Coordinators, conduct PO Fundraising training. The PO obtains a certificate when the training is accomplished to provide when applying for a fundraiser. Contact 502 ABW/JA to find out when the next training will be held, and for additional information on fundraising, please call your local 502 FSS Organization Coordinator.

**AREA DEFENSE COUNSEL**

*ADCs are experienced judge advocates outside the local chain of command to allow Airmen completely confidential legal advice for criminal and adverse matters.*

**Ft Sam Houston: DSN 471-9679**

**Lackland: DSN 473-2924/2926**

**Randolph: DSN 487-2274**

**SPECIAL VICTIMS' COUNSEL**

*SVCs are experienced, independent judge advocates who provide confidential legal advice to victims of sexual assault. They serve both restricted and unrestricted reporters, help victims understand their legal rights, and explain how the legal process works for processing sex assault claims.*

**JBSA (LAK, FSH, RND): DSN 473-4748**

**PREPARE FOR YOUR  
LEGAL ASSISTANCE APPOINTMENT**

**LOG ONTO: <https://aflegalassistance.law.af.mil>**

**Wills & Power of Attorney Powers of Attorney**

1. Click on tab "Legal Worksheets"
2. Complete worksheet for documents you wish to have created
3. Save your ticket number, then call the Legal Office for an appointment!
4. Please complete survey online

**Legal Assistance**

1. Click on tab "Legal Information"
2. If the information you are looking for is not listed, call the Legal Office for an appointment!
3. Please complete online survey!

**TO SCHEDULE AN APPOINTMENT CALL  
ONE OF THE OFFICES BELOW**

**JBSA-Ft Sam Houston**

502 FSG/JA  
2422 Stanley Road

*Legal Assistance Primarily by  
Appointment*

**Walk-in Hours**

Tues 0800-1000 All eligible clients  
Thurs 0800-1000 Active Duty only

**Notary and Powers of Attorney**

Mon-Thurs 0730-1630  
Fri 0730-1200

**DSN 420-0169  
Comm: 210-808-0169**

**JBSA-Randolph**

502 SFLSG/JA  
1 Washington Circle, Bldg 100

*Legal Assistance Primarily by  
Appointment*

**Walk-in Hours**

Tues 0900-1000 All eligible clients  
Thurs 0900-1000 Active Duty only

**Notary and Powers of Attorney**

Mon-Fri 0800-1500

**DSN 487-6781  
Comm: 210-652-6781**

**JBSA-Lackland**

502 ISG/JA  
1701 Kenly Ave, Suite 134

*Legal Assistance Primarily by  
Appointment*

**Walk-in Hours**

Wed 0830-0930 All eligible clients

**Notary and Powers of Attorney**

Mon, Tues, Thurs, Fri 0830-1530  
Wed 0830-1230

**DSN 473-3362  
Comm: 210-671-3362**



**WISDOM - VALOR - JUSTICE**