DEPARTMENT OF THE AIR FORCE
319TH FORCE SUPPORT SQUADRON (ACC)
GRAND FORKS AFB, NORTH DAKOTA

2 April 2026

MEMORANDUM FOR All Private Organization Founders and Members

FROM: 319 FSS/FSR

SUBJECT: **Maintaining a Private Organization at Grand Forks AFB: A Guide for 319th RW Units**

1. Properly maintaining your Private Organization (PO) is essential to its continued operation and ability to serve the Grand Forks AFB community. This includes timely submission of required documentation, strict adherence to DAFI 34-106 (Private Organization Program), and proactive compliance with all guidance and procedures for establishing and operating POs, UAs, and UOs.

2. Maintaining your PO includes following correct procedures for all organizational activities, such as fundraising. To ensure fundraisers are approved on time, POs/UAs must submit and route packages correctly, including the 319 FSS Form 1, *Fundraiser Request Form*. Packages must be completed electronically by an elected officer and forwarded to the PO box, 319fss.fsr.financial@us.af.mil **at least two weeks** prior to the event. This allows time for corrections/advertisements. Advertisement is prohibited until the request is formally approved. Government email for advertisement is specifically prohibited.

3. Ongoing maintenance of your PO requires leaders to be thoroughly familiar with all policies contained in the PO Guide, available at https://grandforks319fss.com/private-organizations/. POs are responsible for always keeping all required documents current; non-compliance or missing paperwork will result in disapproved requests. The consequences for not maintaining compliance escalates from a written warning, probation, and eventual suspension. Required documents and their frequency are:

REQUIRED DOCUMENT	**FREQUENCY**
Constitution & By-laws	Every 2 years, or change in purpose, function or membership whichever comes first (POs only)
Proof of Required Insurance or Waiver	Annually (POs only)
Fundraiser Request	As they occur with 2 weeks notice (3 per quarter)
Income & Expense Report	Quarterly or as they occur, Bank Statement is preferred (POs only)
Bank Statement/Annual Balance Sheet/Audits/Reviews	Annually or as they occur
Meeting Minutes	Quarterly or as they occur (POs only)

4. Current form/templates are located at https://grandforks319fss.com/ on the Private Organizations tab, do not use older versions. Sign documents using your CAC card signature block. Keep all documents in Adobe PDF format, hard copy signatures/scanned PDF files are not accepted.

5. If you have any questions regarding POs or UAs, please contact the Private Organization Monitor, SrA Cing Nuam at 747-6642 or cing.nuam@us.af.mil. Or contact 319fss.fsr.financial@us.af.mil.

I acknowledge that I have read and understand the information outlined in this memorandum regarding Private Organization (PO) and Unofficial Activity (UA) procedures at Grand Forks AFB. I understand my responsibility to comply with DAFI 34-106 and the procedures outlined herein.

[Presidents Printed Name], Rank,
President, [Organizations Name]