Tips & Tidbits

* Direct ALL emails regarding Private Organizations to the following PO box to ensure it is received : 27SOFSS.FSMH@us.af.mil
* Consider creating an official email for your organization to make correspondence easier to find and to have a place for general inquiries from outsiders of your group.
* Submit renewal for your Constitution and By-Laws and Insurance waiver a month in advance from expirations to allow for any needed corrections. By doing this you will decrease the amount of time you are considered out of good standing.
* When creating your Constitution and By-Laws refer to the Tongue and Quill for instruction on how to properly draft the document. Please make sure your wording is uniform throughout the document. For example, if you decided to write out 27 SOFSS as 27th Special Operations Force Support Squadron, you must write it out that way all throughout the document.
* Avoid monitor’s emails asking for required documents by submitting your financials before 90 days lapse. Remember these items should be submitted monthly.
* Use the template for Income/Expense Reports with an Annual Balance Sheet. This will make is much easier for you to keep track of your financials and the work will essentially be done for you when it comes to the balance sheet.
* Meeting Minutes are always due as they happen, no more than two weeks later.
* Always visit the Private Organizations web page (https://www.cannonforce.com/private-orgs) before submitting documents to make sure you are sending the most up to date version of the forms.
* Fundraisers may take up to 30 days or more to gain approval. Give yourself time to coordinate with Public Health and Security Forces when you are considering hosting a fundraiser.
* All types of advertising for fundraisers must be submitted with your fundraiser request to be reviewed by legal BEFORE use.
* Remember advertising through your military email is NEVER permitted.
* Advertise through social media, but remember not to include your rank, position, or squadron.
* When a new treasurer is elected, it is best that the Treasurer’s Acceptance Statement is signed before the previous treasurer departs. This allows time to make sure that your financials look correct, and time to research what happened if not.
* In addition to staying on top of the treasurer position, make sure you are aware of the status of your bank account and whose name is on the account as treasurers resign from their position.
* Notify your Private Organization Monitor when officials have changed or instruct newly elected officials to reach out as soon as possible. This eliminates a lapse of inactivity with the organization due to incorrect contact information.
* Tax-breaks or tax-related documents are not handled by the Private Org Monitor, it is your organization’s responsibility to acquire necessary information and documents from the IRS.