



DEPARTMENT OF THE AIR FORCE
78TH AIR BASE WING (AFMC)
ROBINS AIR FORCE BASE GEORGIA



MEMORANDUM FOR 78 MSG/CC

FROM:

SUBJECT: Request to Establish a Unit Unofficial Activity

1.

2. As a UUA, we understand that fundraising is only allowed on base and cannot exceed 3 fundraisers per quarter. It is not proper for UUAs to fundraise off installation or to solicit donations (either on or off base). Fundraising that is primarily targeted to the members of our unit only requires approval from the unit commander. If our UUA wishes to have a “base-wide” fundraiser, we understand the request must go through FSS.

3. It is a requirement that the unit commander review our financial statements at least once a year that detail income and expenditures. The unit commander must also ensure that allowable fundraisers are not exceeded, and must maintain two-person accountability for all cash transactions of our UUA.

4. Funds maintained are generally limited to \$1000. <<If your unit is larger than 300 people, this baseline number increases by \$100 for every 50 people over 300>> Our unit has _____ people and our baseline financial limit is \$ _____. We understand that our baseline can be increased to a maximum of \$5,000 for up to 6 months if a substantial majority will be expended on a large upcoming event (such as a holiday party). Permission to exceed baseline UUA funds must be coordinated and approved by FSS.

5. We have received the matrix that shows the parameters of UUA operations. Both the members of the UUA and the commander understand the restrictions and responsibilities of operating a UUA. This letter must be accomplished anytime there is a change of command. Current primary and alternate POC’s are required to be kept on file with FSS at all times.

6. Our POC's are as follows:

Name:	Title:	Email:	Contact Number:
Name:	Title:	Email:	Contact Number:
Name:	Title:	Email:	Contact Number:
Name:	Title:	Email:	Contact Number:

MICHAEL U. FRANCIS , Colonel, USAF
Commander, 78th Mission Support Group