

### Checklist for Private Organization Use of Government-Provided Email

1. \_\_\_\_\_ Message informs the audience about an authorized PO event. The PO must be authorized to operate on Mountain Home AFB and the fundraiser (if any) must be authorized by 366 SVS.
  2. \_\_\_\_\_ No prices are mentioned, reducing the overt fundraising advertising aspect of the email and keeping the message "informational."
  3. \_\_\_\_\_ The fundraiser is not purely for "commercial or personal financial gain." Private organizations are voluntary associations of private persons and do not conduct official business.
  4. \_\_\_\_\_ If the fundraiser is intended to support a community activity or charity within a specific unit or organization only, the message will only be distributed to the members of that organization.
  5. \_\_\_\_\_ Message must include the following disclaimer in the same font as the message and without edit: NO FEDERAL ENDORSEMENT OF THIS PRIVATE ORGANIZATION OR ITS ACTIVITIES IS INTENDED.
  6. \_\_\_\_\_ Message does not direct the audience to use other official communications media or equipment to transact fundraising activity (do not use duty office phone number).
  7. \_\_\_\_\_ Message does not direct or imply the use of duty-time for fundraising activity.
  8. \_\_\_\_\_ Message must not include any attachment, image or media file (.jpeg or .wav, for example), or link to any non- .mil or .gov webpage due to risk of overloading the system and causing network slow-down or failure.
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