

ALL PURPOSE CHECKLIST		PAGE 1 OF 1 PAGES		
UNOFFICIAL ACTIVITY (SNACK BAR) CHECLIST				
NO.	ITEM	Y	N	N/A
1.	Does the Unofficial Activity comply with the limitation on current monthly assets (cash, inventories, receivables, investments, etc. must not exceed a monthly average of \$1,000.00 over a 3-month period)? If not the activity must become a Private Organization; discontinue on-base operations; or reduce its current assets. (AFI 34-223, Para. 1.1)			
2.	Does the Unofficial Activity engage in sales/services that duplicate or compete with AAFEES, Services activities or other on-base NAFI's? (If yes, they must be discontinued.) (AFI 34-223, Para 10.8)			
3.	Does the Unofficial Activity engage in frequent or continuous resale activities or operate amusement or slot machines? (If yes, they must be discontinued. The prohibition does not preclude collective purchasing/sharing of items consumed by members of the unofficial activity. A small mark-up I authorized to support unofficial office purchases such as flowers, plaques, etc.) (AFI 34-223, Para 10.9)			
4.	Are members of the Unofficial Activity complying with applicable federal, state, local, foreign tax laws? (If not, they must comply.) (AFI 34-223, Para 10.13)			
5.	Are duties associated with the Unofficial Activity assigned/detailed to military or civilian employees? (If yes, they must be discontinued and the duties/schedules conducted by volunteers.) (Joint Ethics Regulation and AFI 34-223, Para 1)			
6.	Does the Unofficial Activity sell alcohol beverages? (If yes, it must be discontinued.) (AFI 34-223, Para 10.10)			
7.	Do Services co-sponsor events with the Unofficial Activity for the purpose of obtaining commercial sponsorship, contributions, donations, gifts, advertising or generating revenue for them? (If yes, this must be discontinued.) (AFI 34-223, Para 10.15.1.1)			
8.	Does the Unofficial Activity solicit commercial sponsorship? (If yes, it must be discontinued since Services is the only on-base function authorized to solicit and receive the benefit of commercial sponsorship donations.) (AFI 34-223, Para 10.15.1.2)			
9.	Does the Unofficial Activity conduct games of chance, lotteries, raffles or other gambling-type activities? (If yes, this must be discontinued.) (AFI 34-223, Para 10.15.2)			
10.	Does the Unofficial Activity furnish administrative support, equipment, supplies, and other materials at their own expense? (If no, they must do so.) (AFI 34-223, Para 11)			
11.	Are the Services Commander / Division Chief and the Services Resource Management Flight Chief monitoring the base Unofficial Activities and Private Organizations? (AFI 34-223, Para 7 and 8)			
12.	Does the MSG/CC require all base unit commanders to certify compliance annually with regulatory guidance for their Unofficial Activities and/or Private Organizations? (ACC Policy)			
[commander signature block Commander, [squadron]				