



US Army Garrison Stuttgart

Private Organization Training and Forum

August 2018

USAG Stuttgart delivers reliable base support to enable readiness and quality of life for members of our Joint Military Community

I'm Glad I Live Here

Agenda

- Contact Information for Key Family and MWR Staff
- Private Organization Introductions
- Purpose
- Statistics
- Regulation and Process Review
- Updates to PO Handbook and Policy Letter
- Discussion Period (Q&A)



Family and MWR Contacts

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Purpose

- POs play a critical role in supporting the installation
- POs provide additional opportunities for social interaction, educational pursuits and professional development
- POs provide financial and volunteer support to many community programs and activities
- USAG Stuttgart leaders recognize the importance of the POs and will work to assist them to operate, according to the regulations, within the community



Stuttgart Statistics

- 73 Active PO's
- 168 Annual Fundraiser Requests
- 33 Renewals Annually

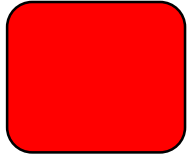


Critical Elements from the PO Handbook

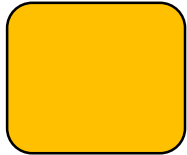
- Initial and Renewal Requests to Operate
 - See list of documents required, page(s) 17-19
 - Authorization to operate expires **AUTOMATICALLY**
 - Turn in paperwork on time or submit waiver to GC
 - President or VP must have SOFA Status
- Fundraising Requests
 - See list of documents required, page 20-21
 - Must be submitted 30 days in advance or submit waiver
 - Facility Use Request, page 46
 - Approved fundraising locations, page 22



Fundraiser Request Process



- Complete FR Packet at least 30 days prior to event or event advertising



- Submit completed packet to PO Coordinator



- PO Coordinator will review and return if needed
- PO Coordinator will submit completed packet to Legal Office for review



- Once approved by Legal, PO Coordinator will draft Approval Letter
- NAF Support Chief to review Fundraiser Request documents



- FMWR Director will sign approval letter
- PO Coordinator will email approval letter and AAR template to PO



- PO submits AAR within 30 days



Critical Elements from the PO Handbook

- Paperwork to be provided annually
 - Updated list of officers (as changes occur)
 - Minutes from meetings signed by PO President
 - Copies of financial statements
 - Audit reports
 - List of an major changes in operations
- Other paperwork to be submitted
 - Audit reports if Treasurer changes
 - Renewed bonding and liability insurance
 - Fundraiser After Action Reports (30 days after event)



Critical Elements from the PO Handbook

- Items needed in your PO files, page 9
- Approval process for special events, page 23
 - Must include all information from regular fundraiser request plus:
 - ✓ Risk Management Assessment Worksheet
 - ✓ Detailed Med Evac Plan
 - ✓ Waiver of Liability Form
 - ✓ Vehicles or logistical support needed



Regulation and Process Review

Frequently Missed/Overlooked Issues in Fundraiser Requests

- Lack of Fundraiser Use of Facility Requests
- Not identifying food handler certified personnel
- Proper identification of date/time/location
- No statement of leave/pass/flex for duty days

Things that will get you in trouble

- Expired food handlers certification
- Sale or distribution of alcohol
- Purchasing tax free goods
- Late submissions
- Mixing PO work and government duties
- Soliciting for donations



Updates

- USAG Stuttgart Policy Letter # 32, dated 7 July 2018
- 2018 PO Handbook with procedural changes and sample documents
- After Action Reports – due 30 days after event
- Audits
- Annual Paperwork Due



Question and Answer Period

- Are any processes confusing?
- How can we better support?



End of Brief

