



Private Organization Operating Standards

The PO Handbook

2013 Edition



Private Organizations - POCs



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IMCOM
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Private Organizations - Governing Regulations



- Department of Defense Instruction (DoDI) 1015.10 Military Morale, Welfare and Recreation Programs, 06 Jul 09
- DoDI 1000.15, Procedures and Support for Non-Federal Entities Authorized to Operate on DoD Installations, 24 Oct 08
- DoD Directive 5500.7R, Joint Ethics Regulation, 29 Nov 07
- Army Regulation (AR) 210-22, Private Organizations on Department of the Army Installations, 22 Oct 01
- AR 600-20, Army Command Policy, 18 Mar 08
- AR 600-29, Fundraising Within the Department of the Army, 1 Jun 01
- Army in Europe Regulation (AE Reg.) 210-22, Private Organizations and Fundraising Policy, 15 Jun 09
- AE Reg. 600-700, Identification Cards and Individual Logistic Support, 4 Feb 10
- AE Reg. 600-1, Regulated Activities in Europe, 20 May 09
- EUCOM Directive 10-4, Inter/Intra Theater Delivery Service and Theater Mail Handling, 3 Oct 06
- USAG Stuttgart Policy Letters 35 /20
- Technical Bulletin Med 530, Occupational and Environmental Health Food Sanitation, 30 Oct 02

Private Organization Handbook



Explains :

- Approval process and instructions
- Membership
- Reporting and filing requirements
- Insurance, bonding and accounting and audit requirements
- Provides samples of needed letters and supporting documents



Private Organizations – an explanation



- Private Organizations (POs) play a critical role in improving the morale, well-being, and Quality of Life in USAG Stuttgart.
- POs provide additional opportunities for social interaction, educational pursuits, and professional development.
- POs provide important financial and volunteer support to many community programs & activities.
- The leadership of USAG Stuttgart recognizes the importance of POs and works to assist POs achieve their goals.



Private Organizations Required Documents for Approval to Operate



- Constitution / Bylaws, or other authorizing / organizing documentation.
 - If affiliated with a national, regional or state organization, the PO will include documentation of the parent organization.
- Statement of percentage of members with SOFA status
 - PO President or Vice President and Treasurer must have SOFA status.
- List of PO Officers and their contact information including email address
- Copy of current insurance and bonding policy

Private Organizations The Process for Approval to Operate

Step 1: Contact PO Coordinator, for Sample Application Packet



Step 2: Submit Application Packet



Step 3: PO Coordinator submits packets when all basic requirements are met for review to Garrison SJA for approval



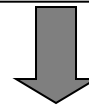
Step 4A: If Legally Sufficient



Step 5: Garrison Commander Approves Application



Step 6: PO authorized to operate within USAG Stuttgart (valid 2 years), PO Coordinator will approve Bank account, Fundraiser requests can be submitted



Step 4B: If legally objectionable



Packet returned, with changes needed. After changes made, returned for review.

Private Organizations Opportunities and Requirements



Once Approval is Granted You Are Authorized To:

- Obtain a Bank Account on Post
- Fundraise on Post
- Hold activities on Post
- Hold membership drives on Post
- Advertise fundraisers, activities and membership drives

Once Approval is Granted You Are Required To:

- Conduct financial audit yearly or upon change of treasurer
- Submit logistical support request 60 days prior to date of requested support
- Submit Renewal Application 90 days prior to expiration of authorization to operate on post
- Submit Meeting Minutes annually
- Submit financial statements annually



Private Organizations The Renewal Process



- Authorization to operate with USAG Stuttgart: 2 years
- Authorization to operate expires AUTOMATICALLY
- Private Organizations should submit Renewal Application at least 90 days prior to expiration of authorization to operate on post.
- DFMWR approves renewals
- Required Documentation:
 - Same as initial application, AND
 - Location and account numbers of on post bank account
 - Audits AND financial records
 - Meeting Minutes Summary
- Failure to Renew Prior to Expiration of Authorization to Operate
 - Denial of all Private Organization activity and fundraising requests
 - Revocation of prior approved activities and fundraisers that occur after authorization expiration
 - May result in revocation of on-post banking privileges
 - Private Organizations focus exclusively on renewal until that is granted

Membership



Membership (collectively referred to as members with SOFA status) is usually restricted to:

- Members of the U.S. Forces
- DA civilian employees
- Family members (dependants /members of the household of sponsors stationed in IMCOM-Europe)
- U.S. Forces contract employees
- Employees of organizations granted status under Art. 71, 72, or 73 of the Supplementary Agreement to the NATO Status of Forces Agreement (SOFA)
- POs must always have an active membership category:
 - Special membership must be defined and authorized in the constitution or bylaws.
 - If members must pay dues, Constitution/Bylaws should define refund policy for PCS Reasons
- No person because of race, religion, color, creed, sex, age, disability, or national origin shall be unlawfully denied membership, unlawfully excluded from participation, or otherwise subjected to unlawful discrimination by any PO.
 - Exception is for groups with heritage of serving a specific group(s), i.e. Scouts
- Foreign Nationals (FN) may be members but FN membership cannot exceed 49% of the PO.

Officers



- Either the president or the vice president must have SOFA status.
- An approved PO must have a treasurer who is an elected officer or serves as a member of its governing board.
- The treasurer must be an active member and have SOFA status if the PO has an account with a military banking facility.



Reporting Requirements



PO will provide the following information to the PO Coordinator:

Annually

- PO Report of activities held /supported in previous calendar year.
 - Include in report biggest three Ups and Downs for the PO
- Minutes or summary of meetings, signed by the PO President .
- Copies of the financial statements, signed by the PO President .
- Audit of financial records and a copy of the corrective audit response within 30 days after receipt of the audit, signed by the president.

As needed

- Audit reports required after change of treasurer.
- Copy of the organization's bonding and liability insurance – NLT 30 days after renewal.
- Fundraiser After Action Report (AAR) – submit 30 days after the event.
- Updated list of officers, with complete CMR addresses, private phone numbers, and private, non-DoD e-mail addresses – upon change



Fund Raising Requests



- Fundraiser requests must be submitted 30 days prior to the requested event date.
 - Pre-event ticket sales /advertising require submission 30 days prior to ticket sale/advertising start date.
 - Fundraisers at AAFES, FMWR, DeCA or schools must have a facility use approval letter signed by the facility manager.
 - Requests received less than 30 days in advance are returned by PO coordinator



Your PO Files need



- **Approval letter** to operate in an USAREUR military community **Bi-annual renewal** authorization.
- **Audit reports** for the last four years and corrective responses.
- **Financial statements and meeting minutes** for the last two years.
- A copy of **AR 210-22, AE 210-22, and DoD Instruction 1000.15**.
- A signed copy of the organizations **Constitution and Bylaws**, to include any amendments or revisions.
 - The Constitution and Bylaws must be updated every two years upon renewal.
- A copy of the organization's **bonding and general liability policy**.
- A copy of the organization's **approval to use real property** (if applicable).
- **Standard Operating Procedures (SOP)** for the organization's **accounting system**.
- A copy of the **bank authorization letter** issued by the Financial Management Division.
- A **current list of officers**, to include their complete addresses, private phone numbers, and private, non-DoD e-mail addresses.



Fidelity Bonding and Liability Insurance



Protects the PO and its members:

- POs will provide proof, prior to approval or renewal, of both general liability insurance and fidelity bonding.
- POs will purchase fidelity bonding from a commercial firm at its own expense.
 - This bonding protects your assets from loss or dishonesty
- POs will purchase general liability insurance coverage from a commercial firm at its own expense.
 - Protects against claims against one or more PO members acting on behalf of the PO, or the operation of any equipment, apparatus, or device under the control and responsibility of the PO.
 - The coverage must be adequate for protection against public liability claims, property damage claims, or other legal actions arising from PO activities.

Good Accounting Processes



- Maintain adequate accounting records on assets, liabilities, net worth, and financial transactions.
- Prepare a Standard Operating Procedure (SOP) describing accounting system and maintain it in a permanent file for reference / audit.
- Submit a yearly audit (and upon change of treasurer), as required by AR 210-22 regardless of income.
- Send financial statements to the approval authority yearly (conduct internal financial reviews as defined by PO SOP).
- Maintain financial records (financial ledger, journal, or book of accounts and supporting documents including headings that show income and disbursements of the PO).
- The ledger will be a permanent page record book or printed record from a computer program.
 - Appropriate entries will be made in ink. Corrections must be initialed.
 - All financial records will be marked to identify each financial year, and will start at the beginning of the POs fiscal year, or immediately following an audit. Once initiated, the ledger will not be altered in any manner (for example, pages will not be removed).
 - Business transactions made by the PO will be entered in the ledger as soon as they occur. The ledger must agree with the PO checkbook balance and reconciled bank statements at the close of each month's business (and before regular board meetings).
 - Periodic financial statements should be prepared from information in the financial records.
- PO defines in Bylaws whether they use Single or Double Entry Accounting
- **Single entry accounting system:** Under this system, income (cash or check) is considered earned at the time it is collected. Expenses are considered incurred at the time cash or checks are disbursed.
- **Double entry accounting system:** Under this system every transaction involves entries to at least two different accounts. Transactions do not have to reflect cash was received or paid out when the accounting entry is made.

Audits



The auditor, or the audit committee (single-line accounting necessary for this 3-Person Committee) will perform the following duties:

If PO only has income from contributions or dues, and assessments, audits may be conducted by a PO member who holds no office and is at least 18 years of age or by a qualified auditor.

- Review the Financial Standard Operating Procedure (SOP) of the PO.
- Perform a thorough check to ensure that all transactions are recorded and properly documented and accounts concurrently posted. This establishes an audit trail.
- Inventory PO owned property.
- Verify that the quarterly financial statements are accurate and are issued to the approval authority as required.
- Account for all cash on hand, reconciliation of bank statements, check of accounts receivable, and reconciliation of accounts payable and other liabilities.
- Review of the minutes of meetings.



Sample Letters



- Request for approval to operate in USAG Stuttgart
- Request for renewal of approval to operate in USAG Stuttgart
- Fundraiser request
- Use of facility request
- After Action Report
- Space and Facility (meetings) request
- Equipment request
- Transportation request



Supporting Documents



- Sample Constitution and Bylaws
- Sample Meeting Minutes
- Sample Financial SOP
- Quarterly Financial Statement Cover Sheet
- Sample Audit Cover letter



Private Organizations Fundraising



“Approved POs are self-sustaining primarily through dues, contributions, service charges, fees or special assessment of members” AR 210-22.

Internal fundraising on post activities involving only organization members and their bona fide guests. Includes games with entrance fees, donations/collections, raffles, club retail sales. Internal fundraising taking place in a Government Facility requires a legal review to insure the fundraising is appropriate.

External fundraising activities are open to the total military community population (members and nonmembers of the organization). These activities include brat burns, bake sales, art auctions, bazaars, raffles. External fundraising requires legal review and command approval.

“The USAG Commander may authorize occasional fundraising”
AE 210-22.

Occasional is defined as 12 external fundraisers per calendar year.



Authorized Organizations



Organizations authorized to fundraise on USAG Stuttgart:

- Private Organizations (POs) – Internal and External Fundraising allowed after Garrison Approval through PO Office,
 - On School Grounds only if PO is School related
- Informal Funds (IFs) – Internal (within group members) Fundraising only
- DoDDS related booster clubs
 - On School Grounds, with Principal's Approval
 - On Garrison sports fields/facilities, in conjunction with DoDDS sports events and Principal's approval
 - Off School Grounds, not allowed as booster club is not Garrison approved entity



Fundraising – Location Information



- Not at entrances to work areas
- Public entrances to some community support facilities w/written approval of manager
- The USAG Garrison Commander has approved these areas in writing.

KELLEY BARRACKS

In front of the Commissary
Gazebo 3309/3310 - POC Pat Donerson
YS Sports Fields – With YS Events
Kelley Fitness Center – With Events

PANZER KASERNE

In front of PX
Panzer Fitness Center – With Events
Sports Fields – With YS Events
Bowling Center – **No Food Sales**

PATCH BARRACKS

In front of the Commissary
In front of the Shoppette
J Mall – Rent Grill from Outdoor Rec.
Husky Field – With events
Patch Fitness Center – With Events

ROBINSON BARRACKS

In front of Commissary or Exchange
Community Center, Bldg. 151
YS Sports Fields – With YS Events
Golf Course – **No Food Sales**

Fundraising – A closer view



1. Fundraiser Request Submission:

- When: At least 30 days prior to the planned event.
- Consolidate all like activities on to one request
- *For raffles, list items to be raffled, source and value of items and total number of tickets to be sold needs to be included in request*

2. Fundraiser Request Submission for ticket sales / advertising:

- When: At least 30 days prior to start date of ticket sales / advertising

3. Written approval:

- From: USAG Stuttgart Approval Authority
- When: before any fundraising activity

→ No advertising or ticket sales prior to approval

4. After-Action Report (AAR)

- When: 30 days after completion of the event



Fundraising - Restrictions



POs cannot fundraise or engage in the listed activities:

- In the federal workplace
- Direct re-sale of AAFES or DeCA products
- Solicit AAFES, FMWR Organizations or DeCA for donations
- Bag at AAFES Facilities
- Sell or give away alcohol or engage in events that glamorize alcohol
- No one can engage in fundraising activities while on duty, Service Members must be out of uniform
- No one can task subordinates or others to do so
- Use Government information systems (computers, e-mail system or fax machines) to support or advertise the fundraising event - e-mail messages informing people of event often go out with official titles and appear to be an endorsement
- ALL DOD PERSONNEL: may not endorse fundraising, solicit or require subordinates to participate

NOTE: Service is limited to individuals with SOFA status



The Fundraising Approval Process



Step 1: Contact PO Coordinator, for Sample Fundraiser Request



Step 2: Submit Packet with Request Letter and Use of Facility Approval



Step 3: PO Coordinator submits packets when all basic requirements are met for review to Garrison SJA for approval



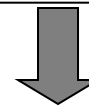
Step 4A: If Legally Sufficient



Step 5: D, FMWR Approves Fundraiser Request, Approval Memo and AAR forwarded to PO

Step 6: PO authorized to commence advertising / ticket sales / fundraising.

NOTE: PO must post APPROVAL MEMO at fundraising site, AAR completed 30 days after event



Step 4B: If legally objectionable



Packet returned, with changes needed. After changes made, returned for review.



Fundraising Approval Process Regular Events



- ✓ PO Approval to Operate must be current
- ✓ PO Liability and Bonding Insurance must be valid
- ✓ Food Handler's Training
 - 1hr class concerning preparation, handling, transportation and storing of food in and out of kitchen areas to limit potential of unintentional food poisoning
 - At least two members certified within 12 months prior to event
- ✓ Request Letter must include:
 - Date, time and location of event
 - 3 people supervising event (2 with Food Handlers Training)
 - 1 Disinterested person, NOT LISTED OTHERWISE on Request
 - Signature of POC requesting event
- ✓ Use of Facility Approval / Signed Approval from Manager



Fundraising Approval Process Special Events



- ✓ PO Approval to Operate must be current
- ✓ PO Liability and Bonding Insurance must be valid
- ✓ Request Letter must include:
 - Date, time, location and type of event
 - Detail other activities coincident with the special event, food sale and raffles
 - 3 people supervising event, 2 with Food Handlers Training if food sales are included
 - 1 Disinterested person, NOT LISTED OTHERWISE on Request
 - Signature of POC requesting event
- ✓ Use of Facility Approval/Signed Approval from Manager detailing activities
- ✓ Evolution Worksheet listing the Event(s) to be held and any supporting documents that are being submitted
- ✓ Risk Management Assessment Worksheet – reviewed by Safety and approved Garrison Commander
- ✓ Detailed MED EVAC PLAN: Including Letter of Agreement MEDCOM, detailing amount of personnel for support and Letter of Agreement, listing exact amount of Emergency Vehicles and their type which will be supplied for support of the event
- ✓ Waiver of Liability Form, including printed name and signature, for all personnel participating in the Event (personnel working and Community participants)

Questions?