U.S. Army Garrison Stuttgart

Private Organizations

Policies and Procedural Handbook

Updated October 2026

More PO resources are available on the Family and MWR Stuttgart website:
https://stuttgart.armymwr.com/programs/private-organizations

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PRIVATE ORGANIZATIONS - REGULATION SUMMARY

POs are self-sustaining, Non-Federal Entities that operate on installations only with the written consent of an authorized approval authority. The membership may determine specific functions and expenditures in compliance with governing regulations.

POs are not official organizations of the U.S. Government and are not entitled to any privileges granted to Non-Appropriated Fund activities. Neither DA nor IMCOM-Europe or USAG Stuttgart will assume any liability for PO actions and/or debts. Members may be held personally liable in accordance with applicable host nation laws. DoD personnel acting in an official capacity may neither influence nor require any PO to support specific activities.

Neither Service-Members nor civilian employees will be assigned to work for POs as an official duty. PO members act exclusively outside the scope of any official position they occupy in the U.S. Government or its instrumentalities. POs may neither duplicate nor compete with any Army or Non-Appropriated Fund programs.

The operation of a PO primarily as a business venture solely to obtain savings by group purchases, or to increase the wealth of the PO or its members is not permitted except for authorized investment clubs.

The following regulations establish policy, procedures, and responsibilities for the operation of POs on Department of the Army (DA) installations in IMCOM-Europe and their fundraising activities:

Army in Europe and Africa Regulation (AEA) 210-22, Private Organizations: Private Organizations and Fundraising Policy, 4 April 2022.

Army Regulation (AR) 1-10, Fundraising Within the Department of the Army, 16 December 2022.

Army Regulation (AR) 210-22, Support for Non-Federal Entities Authorized to Operate on Department of the Army Installations, 12 May 2022.

Army Regulation (AR) 215-1, Military Morale, Welfare, and Recreation Programs and Non-Appropriated Fund Instrumentalities, 24 September 2010.

Army Regulation (AR) 405-80, Management of Title and Granting Use of Real Property, 10 October 1997.

Department of Defense Instruction (DoD Instruction) 1015.09, Professional U.S. Scouting Organization Operations at U.S. Military Installations Overseas, with change 1, 7 September 2016.

Department of Defense (DoD Instruction) 1000.15, Procedures and Support for Non-Federal Entities Authorized to Operate on DoD Installations, 24 October 2008.

Department of Defense (DoD Instruction) 5500.07-R, Joint Ethics Regulation, Ethical Conduct and Ethical Guidance, with changes 1-7, 17 November 2011.

IMCOM-Europe Policy Letter #9, Facility Support to Private Organizations, 3 January 2022.

USAG Stuttgart Policy Letter #12, Garrison Fundraising Guidance and Private Organizations Procedural Operations, 1 September 2024.

PRIVATE ORGANIZATIONS - APPROVAL AUTHORITY

Requests from Private Organizations (POs) for approval to operate in the U.S. Army Garrison Stuttgart (USAG Stuttgart) installation must be submitted in writing according to AR 210-22, AEA 210-22 and the samples provided in this PO Handbook.

In all U.S. Army Garrisons, there is one individual who has the duty of oversight for the POs in that community. In USAG Stuttgart, the PO Coordinator is Rebeca Ogden whom can be reached via email: usarmy.stuttgart.imcom.mbx.private-org@army.mil, or by phone at DSN: 314-596-2622 or CIV: 09641-70-596-2622.

A PO wishing to operate in the USAG Stuttgart area will normally be granted approval by the Garrison Commander for two years. Military banking privileges may be granted only after a PO has received the approval to operate. The Garrison Commander can withdraw the approval at any time, should the PO fail to comply with all published requirements.

Complete requests for renewal will be submitted through the PO Coordinator at least 90 days before the expiration date of the current authorization in order to provide adequate time to process the renewal packet. The PO Coordinator has been instructed not to accept any paperwork from the PO until the full packet is ready for submission. The PO will keep a copy of the entire approved packet in a permanent file for audit purposes.

If a PO does not submit the complete renewal packet at least 90 days prior to the expiration date, a late waiver request (see Appendix, Form 1) must be submitted to the Garrison Commander through the PO Coordinator. The waiver must specifically state why the PO was not able to meet this imposed deadline. Once the late waiver is returned, if it is approved, the PO Coordinator will begin to process the packet for approval.

If a PO does not get their Approval to Operate approved prior to their expiration date, the Garrison Commander may revoke any approved PO space. If that happens, the PO must clear any occupied space within 14 days of notification. Any items found in spaces after 14 days will be removed and disposed of IAW DoD and Army guidelines on unclaimed property.

PRIVATE ORGANIZATIONS - PRIVILEGES AND SERVICES

Banking Privileges:

Once a PO has been approved to operate, the PO Coordinator for USAG Stuttgart will provide letter of authorization for POs to present to the bank so that a bank account at the military banking facility can be opened.

Postal Support:

AEA 210-22, approved POs may use postal services to send correspondence and parcels in accordance with DoD 4525.6-M, paragraph AP1.3.18, and USEUCOM Command Guidance 8710.05. The POs must discuss postal services with their local postal authorities to determine their overall eligibility and applicability of any other Service-specific regulations.

Approved POs may use the Intra-theater Delivery Service (IDS) within the provisions of DoD 4525.6-M, paragraph AP1.3.18, and USEUCOM Command Guidance 8710.05 10-4, paragraph 7b. The IDS is a service of the Armed Forces. It is not a service of the United States Postal Service (USPS).

Approved POs may use the IDS if all of the following apply:

a. The CG, USAREUR-AF, with the concurrence of the Military Postal Service Agency, determines that local civil postal service is inadequate.
b. Existing military postal service (MPS) facilities and personnel are able to support such use.
c. The HN does not object.

The IDS authorization includes no-cost delivery of correspondence weighing 13 ounces or less and parcels weighing 70 pounds or less when the item is sent from one APO address to another within USEUCOM. It does not extend to items originating from or terminating in the continental United States. The IDS may not be used for business or commercial purposes or for transactions involving items for resale.

POs will print, type, or stamp “PO” in the upper-right corner on correspondence and parcels.

POs are not authorized to use official Government mail items or services.

POs may not use the USPS (APO).

Logistical Support and Services:

May be provided in accordance with applicable regulations and at the discretion of the Garrison Commander. If desired, PO's can submit a Space Assignment Request (see Form 4) through the PO Coordinator, to the Garrison Commander, requesting to be assigned space within the Garrison for use by the PO.
IAW IMCOM-Europe Policy Letter #9 and AEA 210-22, approved POs are separated into four tiers:

a. Tier I consists of POs for which Federal law directs or encourages the DoD and military services to provide nonreimbursable logistical facility support. For those POs, facility support will be provided on a nonreimbursable basis.

b. Tier II consists of POs for which discretionary nonreimbursable support is authorized, but not required by Federal statute, and for which such support is also authorized by the DoD Joint Ethics Regulation.

c. Tier III consists of POs for which space or facility support should be on a reimbursable basis unless the extent of the use is so negligible that it would be cost-prohibitive for the garrison to charge for utilities and other costs. Where cost effective, facility support provided to these POs is expected to be on a reimbursable basis, unless and until an exception to current DoD policy is approved at the appropriate level.

d. Tier IV lists POs for which no dedicated space or facility support is currently provided.

Tax-Free Purchasing:

AEA 210-22, Section II, paragraph 10(e), tax-free purchasing is governed by AEA Regulation 215-6, and is generally not permitted for POs.

Direct Coordination:

Except as authorized by PO Coordinator, POs will not coordinate directly with Garrison elements for support. POs may not accept support from a Garrison element unless approved in advance by the Garrison Commander.

PROHIBITED ACTIONS

Use of Government Resources:

POs will not use DoD Services. This includes legal, audit, transportation, official government mail, printing, information management activities, clerical, financial, copying, management and procurement services.

Alcohol:

AEA 210-22, Section III, paragraph 11(d), “prohibits POs from engaging in the distribution or sale of alcoholic beverages at any time.” POs cannot profit or raise funds from selling alcohol. Total event fees cannot include alcohol sales in any capacity.

PRIVATE ORGANIZATIONS - MEMBERSHIP ELIGIBILITY

To qualify for approval as a PO in the European theater, more than 50% of the PO members must have SOFA status. Individuals with SOFA status include U.S. and sending States’ military and civilian personnel, their accompanying dependent Family members, and employees with status under Article 71, 72, or 73 of the Supplementary Agreement to the NATO Status of Forces Agreement (SOFA).

POs must always have an active membership category.

The president or the vice president of the PO must have SOFA status. POs must have a treasurer who is an elected officer or who serves as a member of its governing board. The treasurer cannot also be the president or vice president of the PO. The treasurer must be an active member and must have SOFA status if the PO has an account with a military banking facility.

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.

Approval can be granted by the Garrison Commander for the operation of certain POs that restrict membership to one sex, when one or more of subparagraphs (a) through (c) below apply. (Examples include women’s/men’s sport clubs, women’s/men’s civic associations, and boy/girl scouting organizations).

a. The PO’s purpose is philanthropic and, by tradition, its membership has been of one sex.

b. PO’s purpose is to benefit one sex and its membership is composed of that sex.

c. The PO has a specific purpose and function that restricts membership of one sex, but also has a counterpart organization with the same purpose and function.

PRIVATE ORGANIZATIONS - FILING ESSENTIALS

Each PO maintains a permanent file that contains the following documents:

1. A copy of Approval to Operate letter, signed by the Garrison Commander.

2. The last four years of financial records and audit reports, including corrective audit responses.

3. Meeting minutes for the last two years.

4. A copy of AR 210-22 and AEA 210-22, AR 600-29, DoD 5500.07-R and USAG Stuttgart Policy Letter #12.

5. A copy of the organization's current Constitution, Bylaws or other chartering documentation, signed by the PO president and secretary to include any amendments or revisions.

6. A copy of the organization's current general liability and fidelity bonding policy.

7. A copy of the organization's approval (MoU and/or License to Use USAG Stuttgart Facilities) to use real property (whichever are applicable).

8. Standard Operating Procedures (SOPs) for the organization's accounting system.

9. A copy of the current bank account letter of authorization issued by the USAG Stuttgart.

10. A current list of executive board members, to include their names, position titles, complete APO or mailing addresses, private phone numbers, private non-DoD or official PO email addresses, and indicating Yes/No if each board member maintains SOFA status.

11. Scouting Organizations – a current list of the leadership members and their Youth Protection Training certificates and a copy of DoD Instructions 1015.09, 19 January 2016.

12. A copy of the Youth Protection Training certificates for all executive board members or leadership members who supervise youth for all Youth-Oriented Private Organizations, including Parent-Teacher Associations, if minors participate in their fundraisers (IAW PO Policy Letter #12).

PRIVATE ORGANIZATIONS
FIDELITY BONDING AND GENERAL LIABILITY INSURANCE

POs will provide proof, prior to approval or renewal, of general liability insurance and, if applicable, fidelity bonding.

All POs will obtain general liability insurance, regardless of the amount of yearly income. General liability insurance coverage must be obtained from a commercial firm and at the expense 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. The coverage must protect from claims against 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. A copy of the liability insurance must be submitted to the approval authority.

Fidelity bonding will be purchased by an organization for members or employees handling monthly cash flow exceeding $500. The level of fidelity bonding will be equal to the normal maximum amount of cash handled, so it is sufficient to provide full protection of assets. POs must purchase fidelity bonding from a commercial firm at their own expense. A copy of the fidelity bonding must be submitted to the approval authority. (AR 210-22, Chapter 5, paragraph 5-2)

In those circumstances where a PO is provided either Liability or Bonding insurance by a parent organization, the proof of insurance documentation must, 1) identify by name the local PO being insured, and 2) provide all other insurance information that is applicable.

PRIVATE ORGANIZATIONS
SPECIAL GUIDELINES FOR SCOUTING ORGANIZATIONS

Boy Scouts and Girl Scouts are approved to operate in Europe via Memorandum of Understanding (MOU) entered into pursuant to authority from DoD, EUCOM, and IMCOM-Europe.

AEA 210-22, the Garrison Commander no longer has authority to approve and renew Scouting Organizations at the local level. The Garrison Commander still has the authority to approve meeting space, storage space, on-post activities, fundraiser requests or any other installation-level support at a local installation level.

Scouting organizations must still, however, meet annual reporting requirements to operate at USAG Stuttgart by submitting the following:

- A list of leadership members to include their names, position titles, complete APO or mailing addresses, private telephone numbers, private, non-DoD or official PO email addresses, and indicating Yes/No if each leadership member maintains SOFA status.
- A copy of the biennial Scout Youth Protection Training certificates for each leader *A copy of the Aging Report is not a sufficient form of verification.
- Proof of liability and bonding insurance
- Space Assignment/Renewal Request (if needed)
- The License to Use USAG Stuttgart Facilities
- Provide a copy of your most recent bank statement for renewal of your bank authorization letter
- Signed, MOU for assigned space lease

USAG Stuttgart has determined these documents will be sent to the PO Coordinator from each PO during the month of January each year. The final due date for all documents is January 31, see USAG Stuttgart Policy Letter #12. Scouting Organizations that fail to meet these annual reporting requirements will be suspended from operating locally until they have complied with the provisions set out above.

Beyond these guidelines, Scouting Organizations will operate based on rules and guidelines pertained in the PO Handbook and in the Policy Letter #12 signed by the Garrison Commander, which includes provisions for fundraising within the USAG Stuttgart footprint.

PRIVATE ORGANIZATIONS
SPECIAL GUIDELINES FOR DoDEA-AFFILIATED ORGANIZATIONS

According to AR 210-22, paragraph 2-4a(2), POs operating as bona fide extensions of Appropriated Fund or Non-Appropriated Fund recreational or educational activities are not required to seek or receive written approval to operate. They are, however, subject to the other provisions of AR 210-22.

The following organizations or activities are exemplary of such groups:

Organizations formed and operated in conjunction with the Department of Defense Education Activity (DoDEA) that operate on U.S. Forces installations under the administrative supervision of a DoDEA faculty or staff member, and participate in DoDEA events and activities (for example, sporting events, plays, fairs, key clubs, honor societies).

DoDEA-affiliated organizations must still, however, meet annual reporting requirements to operate at USAG Stuttgart by submitting the following:

- A list of executive board members to include their names, position titles, complete APO or mailing addresses, private telephone numbers, private, non-DoD or official PO email addresses, and indicating Yes/No if each executive board member maintains SOFA status.
- A copy of the biennial Youth Protection Training certificate for each board member. *A copy of the Aging Report is not a sufficient form of verification.
- Proof of liability and bonding insurance
- License to Use USAG Stuttgart Facilities
- Provide a copy of your most recent bank statement for renewal of your bank authorization memorandum

USAG Stuttgart has determined these documents will be sent to the PO Coordinator from each PO during the month of January each year. The final due date for all documents is January 31, see USAG Stuttgart Policy Letter #12. DoDEA-affiliated organizations that fail to meet these annual reporting requirements will be suspended from operating locally until they have complied with the provisions set out above.

Beyond these guidelines, DoDEA-affiliated organizations will operate based on rules and guidelines pertained in the PO Handbook and in the Policy Letter #12 signed by the Garrison Commander, which includes provisions for fundraising within the USAG Stuttgart footprint.

PRIVATE ORGANIZATIONS - ACCOUNTING INSTRUCTIONS

POs need to maintain adequate, accurate accounting records on assets, liabilities, net worth, and financial transactions. Electronic record keeping is permissible. POs should prepare a Standard Operating Procedure (SOP) describing the organization's accounting system and maintain it in a permanent file for reference and audit.

A PO must maintain a financial ledger, journal, or book of accounts and supporting documents. These financial documents should include column headings that show income and disbursements of the PO. The ledger should be a permanent page record book or printed record from a computer program. All financial records should be marked to identify each financial year, and will start at the beginning of the PO's 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 financial statements (bank statements) at the close of each month's business (and before regular board meetings). Financial ledgers, supporting documents, audit reports and financial records must be kept on file for at least four calendar years and are subject to review by the approval authority.

A single-entry or a double-entry accounting system may be used (see Section "Audit Instructions" for specific audit procedures for each system).

The single-entry accounting system is a method of bookkeeping in which each transaction is recorded as a single-entry in a journal. This is a cash-based bookkeeping method that tracks incoming and outgoing cash in a journal. 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. Appropriate entries will be made in ink. Corrections need to be initialed. Periodic financial reviews should be prepared from information in the financial records.

Double entry accounting system is a method of recording transactions where for every business transaction, an entry is recorded in at least two accounts as a debit or credit. In a double-entry system, the amounts recorded as debits must be equal to the amounts recorded as credits.

Checking accounts may be maintained with military banking facilities or a host nation bank. At a minimum, a welfare account and an administrative account should be considered. The welfare account should be used for charitable activities. The administrative account must be used for operational and administrative transactions of the PO.

POs that conduct any fundraising events should have the event finances reviewed by an appointed PO member who holds no office in the PO. The review will ensure all income and expenses have been accurately documented.

Collection sheets, canceled checks (carbon copies of checks), vouchers, or receipts should support financial transactions involving the receipt or disbursement of funds. Invoices and other related documents also should be included in the receipt and disbursement voucher file.

A voucher should be prepared each time money is deposited in the bank or a check is issued for an expense. One series of voucher numbers should be used for disbursement vouchers and a different series for recording receipts. Accounting entries should include the voucher number. The voucher should state the date the information is posted to the ledger and must be dated and signed. The bank deposit slip should be attached to the voucher when that entry is recorded. Similarly, an invoice or statement from the member or vendor will be attached to prove payment. Invoices or other related documents should be included in the receipt and disbursement voucher file.

Receipts should be issued for cash received. The amount will be recorded in the accounting records and the cash will be deposited in the PO bank account as soon as possible. Cash received should not be used to pay expenses before being deposited. Disbursements, other than small miscellaneous expenses, should be made using pre-numbered checks. If a Petty Cash Fund is authorized, it should be authorized in the PO Bylaws.

<u>Other records needed to support the accounting of the PO books:</u>

1. A checkbook
2. Canceled checks
3. Bank deposit slips
4. Monthly bank reconciliation statements
5. Financial reviews
6. Previous audits
7. Financial statements (Bank statements)

The treasurer should prepare and submit a treasurer's financial report to the governing body at least once a quarter. These reports should be prepared from the information in the POs ledger. The PO should keep the original of the quarterly financial report in a permanent file.

Bank statements should be reconciled each month. The reconciled statement should match the recorded balance in the ledger and the balance of the checkbook. The balance for the end of the month must match the treasurer's financial report balance. The bank reconciliation may be completed on the back of the bank statement or on a separate form.

Voided checks should be recorded in the check register and the financial ledger for each audit. The signature space, whether signed or unsigned, should be cut away and destroyed.

Fixed-asset records:

The property in possession of the PO should be controlled and reviewed periodically. The person responsible for control and review should prepare a fixed-asset (property) record. Non-expendable property acquired by the PO should be maintained on a property record from the time it is acquired until disposal through sale, donation, or salvage. A separate property record should be maintained that lists the property belonging to the PO.

Instructions for preparing a fixed-asset record:

1. Name of PO
2. Date: Enter the date prepared
3. Date of acquisition
4. Description of the item
5. Quantity: Indicate the number of items on hand
6. Unit price
7. Total: Enter the total value of like items (across the columns)
8. Total amount
9. Printed signature block and signature of preparer: Enter the name of the person who prepared the record and have them sign over their signature block

PRIVATE ORGANIZATIONS - AUDIT INSTRUCTIONS

The auditor, or when authorized, the audit committee will perform the following duties:

1. Review the Financial Standard Operating Procedure of the PO.

2. A thorough check to ensure all transactions are recorded, properly documented, and accounts concurrently posted. This verifies the audit trail.

3. An inventory of PO owned property.

4. Verification that the financial statements (bank statements) are accurate and are issued to the approval authority as required.

5. An accounting of all cash on hand, reconciliation of bank statements, check of accounts receivable, and reconciliation of accounts payable and other liabilities.

6. The PO president will provide the approval authority a copy of the audit (see Appendix, Sample VIII for Audit Cover Letter).

As required by AR 210-22, Chapter 5, paragraph 5-3, POs must be audited at their own expense at least once every two (2) years. Upon change of PO treasurer, an audit will be conducted regardless of the time elapsed since the last audit.

The auditor or audit committee (of three members who hold no office within the organization) must sign and send a written report of audit results to the PO president. The PO president will also sign the audit and the audit must be submitted with the Request for Renewal packet.

If, during an audit, deficiencies in accounting methods or funds control are noted, the Garrison Commander may either suspend the PO's Approval to Operate or may only approve a one-year renewal.

Please note that according to AR 210-22, Chapter 5, paragraph 5-3:

1. POs with gross annual revenue (deposits) of $1,000 or less do not have to conduct an audit.

2. Organizations with financial statements audited annually by their national headquarters may submit a copy of such an audit rather than applying the following provisions:

    a. POs using a double-entry accounting system will have audits done by a qualified auditor (a public accountant or certified public accountant licensed by a State or other recognized licensing jurisdiction).

    b. POs using a single-entry accounting system are audited as follows:

(1) If a PO generates income only from contributions, dues, and assessments, audits may be conducted by either a PO member who holds no office or by a qualified auditor.

(2) If a PO engages in resale or other fundraising activities, the audit is performed by either an appointed committee of three members who hold no office, or by a qualified auditor.

USAG Stuttgart Policy Letter #12, any POs with annual total combined deposits in excess of $100,000 must use a Qualified Auditor (a public accountant or certified public accountant licensed by a State or other recognized licensing jurisdiction) to perform their audit. If the PO has difficulty finding a Qualified Auditor or if the PO prefers not to incur that expense, they may complete and submit the following to the PO Coordinator as an alternative option:

a. An Audit Cover Letter (see Appendix, Sample VIII in the PO Handbook) signed by the PO president and three members who hold no office.

b. A Summary of Income and Expenses (see Appendix, Sample IX in the PO Handbook) for each account based on bank statements during the audit period. The Summary of Income and Expenses must be signed by the PO president and three members who hold no office.

c. A Check Register (a list of all deposits and expenses) for each account. The list for each account must be signed by the PO president and three members who hold no office. The list will contain the name of the recipient organization, purpose of payment, date payment was made, and dollar/euro amount.

PRIVATE ORGANIZATIONS – DISSOLUTION INSTRUCTIONS

AEA 210-22, Section II, paragraph 4(f), the PO members, the installation commander; the Director, IMCOM-Europe; or the Commanding General, USAREUR, may discontinue the operation of a PO on U.S. Forces installations in the European theater.

Notification by either party will be in writing. On termination, commands may require written agreements that any abandoned PO assets will be considered a donation to the installation. The installation commander has final approval over their disposition. It should be clearly understood that the installation commander has the absolute discretion to determine whether the PO's continued operation is compatible with the Army's interest. The installation commander may withdraw PO's permission to operate on the Army installation at any time.

If the organization is dissolved, all funds in the treasury at the time will be used to meet any outstanding debts, liabilities, or obligations. Upon dissolution of the organization, all material and real assets remaining after payment of all liabilities will be donated.

The Garrison PO Coordinator will be notified of the dissolution. Notice will include:

a. A statement of dissolution dated and signed by the PO president, indicating the organization to which the dissolved organization's residual assets were transferred.

b. A copy of the bank statement showing a zero balance.

If a PO does not submit proper dissolution documentation and they do not turn in any paperwork to request a Renewal for Approval to Operate by their expiration date, the PO Coordinator will notify the Garrison Commander. The Garrison Commander has the authority to immediately terminate any agreement for space authorization and may dispose of any property located in the POs previously authorized space.

PRIVATE ORGANIZATIONS – INITIAL APPROVAL TO OPERATE INSTRUCTIONS

1. Requests for approval to operate a PO in USAG Stuttgart must be submitted in writing. It is recommended that POs check with the PO Coordinator to ensure that the name chosen is legally acceptable and not already in use prior to obtaining bonding and liability. Approval to operate is generally granted for two years. It may be withdrawn at any time if the PO does not comply with the requirements set forth in this document or at the Garrison Commander's discretion. The PO Coordinator has been instructed not to accept any paperwork from the PO until the full packet is ready for submission.

2. First applications for approval must include the following:

    a. A signed memorandum requesting approval to operate as a PO. (See Appendix, Sample IV)

    b. A copy of the current PO Constitution and Bylaws or other chartering documentation, signed by the proper board members. (See Appendix, Sample II). POs must use the template provided and must ensure all sections and statements are provided.

    c. If the PO is affiliated with a national, regional, or state organization, evidence of affiliation must be attached to the request for approval to operate. Evidence of affiliation includes: the parent organization's Constitution, Bylaws, Articles of Agreement, the chapter's Charter, or signed memorandum from the parent organization.

    d. A list of executive board members to include their names, position titles, complete APO or mailing addresses, private telephone numbers, private, non-DoD or official PO email addresses, and indicating Yes/No if each executive board member maintains SOFA status. If executive board members have not yet been elected, a memo stating that the PO will elect the board members after approval and the PO agrees to provide that information to the PO Coordinator within 30 days of approval. See PO Handbook, Section "Membership Eligibility" on rules concerning executive officers.

    e. Proof of liability insurance and bonding, or a statement from a parent organization indicating that its policy includes coverage for both liability and fidelity bonding (if applicable) covering the local organization.

    f. A copy of the Youth Protection Training certificates for all adult leadership and members who supervise youth for all Youth-Oriented Private Organizations, including Parent-Teacher Associations (if minors participate in their fundraisers).

g. A signed affidavit, notarized by the Stuttgart Legal Center reflecting the SOFA Status of membership (See Appendix, Form 3). (AEA 210-22, Section II, paragraph 4(a)(1)).
h. A copy of the License to Use USAG Stuttgart Facilities Form (See Appendix, Form 6), signed by a representative of the PO.

i. If PO is requesting space allocation, submit a request (See Appendix, Form 4), signed by a representative from the PO.

3. Documents can be submitted via email to usarmy.stuttgart.imcom.mbx.private-org@army.mil. Due to file size, you may have to send multiple files. Ensure you label each file separately with the following naming convention: PO name_renewal letter or PO name_enclosure_1_Bylaws_and_Constitution.

4. Upon approval, the PO must submit a Memorandum indicating the location of the PO bank account(s) and the account number(s) and the list of executive board members with contact information, if not submitted with the initial packet.

PRIVATE ORGANIZATIONS - BIENNIAL RENEWAL INSTRUCTIONS

1. Requests for approval to renew a Private Organization on a USAG Stuttgart installation will be submitted in writing.

2. Applications for renewal (every two years) must be sent at least 90 days prior to expiration date. Any revalidation request submitted less than 90 days prior to the expiration must include a written Late Submission Waiver for the USAG Stuttgart Garrison Commander's approval (See Appendix, Form 1) submitted through the PO Coordinator. The PO must submit the Late Submission waver with the completed packet at once to the PO Coordinator.

3. The Renewal Packet will include the following:

    a. A signed memorandum requesting renewal to operate as a PO. (See Appendix, Sample V).

    b. A copy of the approval document if approval to operate was granted previously.

    c. One copy of the current PO Constitution and Bylaws, or other authorization document. If no changes have occurred, the PO must state this fact in the letter of request for renewal. If changes were made to the PO's Constitution and Bylaws, a memo detailing those changes must be included. (See Appendix, Sample II).
    If the PO is affiliated with a national, regional, or state organization, evidence of affiliation must be attached to the request for approval to operate. Evidence of affiliation includes: the parent organization's Constitution, Bylaws, Articles of Agreement, the chapter's Charter, or signed memorandum from the parent organization.

    d. A list of executive board members to include their names, position titles, complete APO or mailing addresses, private telephone numbers, private, non-DoD or official PO email addresses, and indicating Yes/No if each executive board member maintains SOFA status. See PO Handbook, Section "Membership Eligibility" on rules concerning executive board members.

    e. A signed affidavit, notarized by the Stuttgart Legal Center reflecting the SOFA Status of membership. (AEA 210-22, Section II, paragraph 4(a)(1)). See Appendix, Form 3.

    f. Proof of insurance and bonding or a statement from a parent organization indicating that its policy covers the local organization.

g. A summary of the PO's key activities and fundraisers sponsored during the previous year.

h. A summary of any major changes in the PO or its operation (activities, objectives, officers, organization, Constitution/Bylaws, membership, etc).

i. The location and types of on-post bank accounts, the account numbers and currency. If the PO is part of another charter organization, it must maintain its own separate bank account; there should be no co-mingling of accounts or monies.

j. A copy of the latest audit report, either last 2 years or last change of treasurer covering that entire period. (See PO Handbook, Section "Audit Instructions" for details.)

k. A copy of the License to Use USAG Stuttgart Facilities Form (See Appendix, Form 6), signed by a representative of the PO.

l. A Request for Space Renewal document. If the PO has been granted space and is requesting to keep the space during the renewal period, this form must be included. (See Appendix, Form 5)

m. A copy of the Youth Protection Training certificates for all adult leadership and members who supervise youth for all Youth-Oriented Private Organizations, including Parent-Teacher Associations (if minors participate in their fundraisers).

4. Documents can be submitted via email to usarmy.stuttgart.imcom.mbx.private-org@army.mil. Due to file size, you may have to send multiple files. Ensure you label each file separately with the following naming convention: PO name_renewal letter or PO name_enlcosure_1_Bylaws_and_Constitution.

5. Approval to operate is generally granted for two years. It may be withdrawn at any time if the PO does not comply with the requirements of the current regulations, if it discriminates in membership on the basis of race, color, creed, sex, age, disability, or national origin, if it fails to comply with the Standard Operating Procedures set forth in this document, or at the Garrison Commander's discretion.

PRIVATE ORGANIZATIONS - ANNUAL REPORTING REQUIREMENTS

1. AEA 210-22, Section II, paragraph 4(c), in addition to information required when approval is requested, approved POs must supply the following documents annually:

   a. A list of executive board members to include their names, position titles, complete APO or mailing addresses, private telephone numbers, private, non-DoD or official PO email addresses, and indicating Yes/No if each executive board member maintains SOFA status.

   b. An updated copy of the POs liability and bonding insurance

   c. A signed affidavit, notarized by the Stuttgart Legal Center, stating the percentage of PO members with SOFA status (Scouting Organizations are exempt)

   d. Signed, MOU for assigned space lease

2. To reduce the possibility of missing any document updates, the USAG Stuttgart Garrison Commander has determined that these documents will be sent to the PO Coordinator from each PO during the month of January each year. The final due date for all documents is January 31.

3. Documents can be submitted via email to usarmy.stuttgart.imcom.mbx.private-org@army.mil. Due to file size, you may have to send multiple files. Ensure you label each file separately with the following naming convention: PO name_insurance expiration Dec 2022.

4. The PO Coordinator will send out a reminder email during the month of December with a reminder email mid-December and at the beginning of January. Any organization that fails to comply with the annual reporting requirements will lose its Approval to Operate on the last day of February of that year.

PRIVATE ORGANIZATIONS – FUNDRAISING/ DONATION INSTRUCTIONS

Guidelines concerning external fundraising or donation drive procedures are as follows:

1. Complete Fundraiser/Donation Drive Request signed by a PO representative (See Appendix, Sample VI).

2. Regular fundraiser or donation drive requests must be submitted to the PO Coordinator at least 30 days prior to the event, or 30 days prior to any advertising or pre-event ticket sales. The event should not be advertised in any way until the organization has received approval for their event. If the PO is unable to meet the 30 day timeline they can submit a late waiver request indicating why the request could not be turned in on time (See Appendix, Form 2). Only one late waiver request will be accepted per PO, per fiscal year, based on guidance provided by the Garrison Commander. At no time will a request be granted if the event date is less than 10 days away.

3. Fundraiser approvals may take up to 30 days to approve once final paperwork is submitted. Plan accordingly.

4. Fundraisers needing any form of logistical support, such as space, equipment, etc., will require all documents to be submitted at least 60 calendar days prior to event date.

5. Fundraisers that will be conducted at any Exchange location, Family and MWR, DeCA, DoDEA facility, or the Panzer Firehouse, must have a facility use approval letter signed by the facility manager or school principal. See PO Handbook, Section “Approved Fundraising Locations” for the list of approved fundraising locations at USAG Stuttgart.

6. Fundraising is allowed per AR 210-22 on an occasional basis. USAG Stuttgart is defining occasional as not exceeding a total of eight fundraising requests submitted in one fiscal year. Requests that cover a continuous period of time will be seen as one event or include multiple dates/locations and all with the same fundraiser concept, will be considered as one event.

7. Fundraising activities in support of Garrison special events will not count towards the allotted number of request submissions per fiscal year.

8. AEA 210-22, youth and school group organizations formed and operated in conjunction with the Department of Defense Dependents Schools (DODDS), under the administrative supervision of a DODDS faculty or staff member, who participate in DODDS events or activities on school grounds and during school activities, can receive approval to fundraise from the school principal. As long as everything is

contained within school grounds, the fundraiser request and approval does not have to go through the PO Coordinator. If these entities want to hold a fundraiser on any other property within the Garrison, it must be submitted for approval to the PO Coordinator. The Garrison Commander has granted an exception to the above limit of five fundraising request submissions per fiscal year for those types of organizations.

9. To reduce paperwork and streamline the approval process, POs are encouraged to combine fundraiser requests of a similar nature, i.e. brat burn, bake sale, etc., on a single fundraiser request. Date, times, and venues must be clearly defined. If there are conflicts with dates, time or venues, they can be identified and alternative choices taken prior to any other action being taken.

10. All contact with people approaching a site where fundraising is occurring must be of a respectful nature. No aggressive soliciting or hindering of patrons will occur at any time.

11. Care should be taken to avoid the appearance that the Chain of Command is encouraging participation.

12. Fundraising at the Family and MWR Kelley Barracks Car Wash will be approved under these conditions: 1) no soliciting, at all, of patrons desiring to wash their own cars, 2) two wash bays and a vacuum cleaner must be available for public use at all times during the entire fundraising event. For environmental reasons, the Kelley Car Wash is the only approved location for this type of fundraising event.

13. For fundraising events involving sales of prepared food, personnel participating in the fundraising event must be trained in food handling procedures provided by the Preventative Medicine Department, Environmental Health, Landstuhl Regional Medical Center. The online Food Handler Certification Course is available at https://forms.osi.apps.mil/r/7CiXp9N6fR

    At least two adults (18 or older) with current training must be listed on the fundraiser request and at least one adult with documented training must be on site handling the food items at all times. Their Food Handler's training must have occurred within the last twelve months prior to the event. Non-compliance with this requirement will, when found during spot checks, result in immediate shut down of fundraiser, suspension of PO activities and disapproval of further fundraising events until trained personnel can be provided. Fundraiser Requests submitted for dates after a food handler's certification has expired will not be processed.

14. For special fundraisers with potential hazards, e.g. runs and other races, the approval authority reserves the right to determine the necessity and benefit to the community.

15. Fundraisers taking place during the duty day, require a statement in the Fundraiser Request, as to members participating in the fundraiser may or may not be DoD

employees or service members and will not be acting in any official duty capacity. These members will be acting on a volunteer basis only.

16. Failure to comply with these fundraising guidelines and conducting unauthorized fundraising events and activities without written approval, will result in the following:

    a. First offense will result in a three-month suspension from any fundraising activities and events.

    b. Second offense will result in a six-month suspension from any fundraising activities and events.

    c. Third offense will result in a twelve-month suspension from any fundraising activities and events.

    d. The term period of the aforementioned offenses is restricted to the PO's current, 2-year approval to operate. Blatant/willful violations may result in a recommendation to revoke the PO's approval to operate.

<u>Guidelines concerning raffles and fundraising games are as follows:</u>

1. Raffles, bingo and wheels of fortune are permitted means of fundraising so long as the game does not require a buy-in. A PO may not conduct games of chance where the chance of winning requires participants to pay for a chance to win. Slot-machines, roulette wheels, and other gambling devices are not permitted. AR 215-1, Section II, paragraph 8-12(f), states that POs may conduct bingo games in FMWR facilities under provisions of DOD 5500.07-R. When so authorized, the PO will operate the games, including card sales, cash control, and prizes. The FMWR program bingo caller may call games, subject to reimbursement by the PO to the FMWR program. POs will adhere to management controls applicable to bingo operated by the FMWR programs. All other fundraising games will be reviewed on a case-by-case basis. Bingo cards may not be sold, nor can someone increase their chances of winning by donating or paying money.

2. POs must submit a detailed description of how the raffle or fundraising game will be conducted (game rules) in addition to the Fundraiser Request.

3. POs may conduct raffles and approved fundraising games only at designated locations on the USAG Stuttgart installations (see Section "Approved Fundraising Locations"). Raffles and fundraising games may not take place in the Federal workplace. The Federal workplace includes areas in the immediate vicinity of Federal employees performing official duties.

4. Fundraising games listed in this section is limited to individuals who have status under the Status of Forces Agreement (SOFA) and are 18 years of age or older.

5. Raffle and fundraising game tickets may not be resold or given to other than eligible individuals.

6. The maximum number of tickets for sale should be stated on the raffle tickets.

7. POs may not engage in any practice that involves compulsion, coercion or other activities that are contrary to voluntary participation or giving.

8. POs and volunteers may publicize raffles and fundraising games, sell tickets and conduct fundraising activities if:

    a. They are not in uniform;

    b. They only engage in such activities outside their normal duty hours (i.e. during breaks, during their designated lunch hour or before or after the duty day);

    c. Not at the workplace;

    d. They do not solicit subordinates.

9. POs may raffle off items donated by other non-federal entities (NFEs) and may print the name of the donating NFE on the raffle tickets, but POs may not otherwise advertise, promote or recognize the donating NFE.

10. POs may not name the donating NFE on promotional materials or displays for the raffle. All promotional items for the raffle or fundraising event must incorporate a disclaimer stating that the Army does not endorse the PO or the donating NFE.

11. POs may not re-sell or raffle off Exchange merchandise, Defense Commissary Agency merchandise, items imported through the Army Post Office or Military Postal System or items purchased tax-free using a Value-Added Tax form. POs may use Intratheater Delivery System or MPS, subject to the restrictions outlined in AEA 210-22.

12. POs may not use Government information systems (e.g. computer systems, email, etc.) to support their raffle or fundraising activities.

PRIVATE ORGANIZATIONS APPROVED FUNDRAISING LOCATIONS

Kelley Barracks

In front of the Commissary
Gazebo "A" between Bldg's 3305/06
Gazebo "B" between Bldg's 3308/09
Gazebo "C" across from Bldg. 3315
Gazebo "D" adjacent to Bldg. 3312
Gazebo "E" between Bldg's 3306/07
In front of the Exchange Shoppette
YS Sports Fields – **w/ YS Events**
Kelley Fitness Center – **w/ Events**

Robinson Barracks

In front of the Commissary
Community Center, Bldg. 151
YS Sports Fields – **w/YS Events**
Golf Course – **No Food Sales**
RB Elementary School

Patch Barracks

In front of the Commissary
In front of the Exchange Shoppette
Patch J-Mall
Grassy area adjacent to Post Office
Husky Field – **w/Events**
Patch Fitness Center – **w/Events**
DoDEA Schools

Panzer Kaserne

In front of the Main Exchange
Panzer Fitness Center – **w/Events**
Sports Fields – **w/Events**
Bowling Center – **No Food Sales**
Stuttgart High School
Stuttgart Elementary School
In front of the Exchange Shoppette
In front of the Commissary

Fundraising may also be possible at other FMWR facilities with the facility manager's approval.

Fundraising at facilities that belong to the Exchange, DeCA, Panzer Firehouse or FMWR require a Use of Real Property Request approved and signed by the facility manager (see Sample VII). Fundraising activities at DoDEA Schools require a Use of Real Property Request approved and signed by that school's principal. All other locations on this page are scheduled through the PO Coordinator and do not require a Use of Real Property Request Form.

Any other location not included on this list of Approved Fundraising Locations, requires a Use of Real Property Request approved and signed by that building manager, or any other written approval documentation.

Locations not included on this list are authorized for garrison special events only.

PRIVATE ORGANIZATIONS - FUNDRAISER REQUEST FOR SPECIAL EVENTS INSTRUCTIONS

If the fundraising event involves a special event with potential hazards or other logistical support needed (e.g. fun run), please reach out to the garrison's Directorate of Plans, Training, Mobilizations and Security Operation (S-3/5/7) to inquire all documents required for submission.

S-3/5/7 can be contacted at usarmy.stuttgart.id-europe.mbx.dptms-operation@army.mil for further guidance.

Please note that the regular fundraiser request documents, in addition to the approved garrison documents, must be submitted to the PO Coordinator for processing final review and approval by the approval authority.

APPENDIX with SAMPLES

When using the PO sample documents provided, POs should take care to do the following:

1. Remove the heading indicating it is a sample document.

2. Change the letterhead of the sample document to the PO letterhead.

3. Change the items that are indicated in parentheses ( ) and words typed in ***bold and italicized*** so they reflect the information from your PO. All other wording in the samples should not be changed. They represent the legal requirements that must be in each of the sample documents.

When using the forms provided in the Appendix, do not alter the form – only fill out the spaces as indicated and submit to the PO Coordinator.

SAMPLE I - FINANCIAL SOP

NAME OF THE PRIVATE ORGANIZATION

1. PURPOSE: To define basic accounting principles and requirements of the PO.

2. REFERENCES: AR 210-22 and AEA 210-22.

3. GENERAL: Adequate accounting records should be maintained on assets, liabilities, net worth, and financial transactions of the organization.

a. The PO maintains its financial records using a ***single or double entry*** accounting system.

b. Basic Accounting Record: The treasurer maintains the following records:

(1) A checking account at a banking facility.

(2) Pre-numbered checkbook.

(3) Monthly reconciled bank statements and cancelled checks.

(4) Pre-numbered receipt booklet for all cash receipts.

(5) Invoices and receipts for all cash payments.

(6) A book, journal, or electronic document reflecting the cash receipts and cash disbursements. A ledger will be a permanent paged record book.

(7) Audit reports.

(8) Financial Statements (Bank Statements).

(9) Financial Standard Operating Procedure (SOP).

c. Cash Receipts: All cash receipts are recorded in the book and a pre-numbered receipt should be issued for all cash or checks received. The original is given to the member/customer and a copy of the receipt remains with the booklet. Cash received is deposited in the bank.

d. Cash Disbursement: Every disbursement needs to be supported by invoices/receipts and recorded in the book. Disbursements, other than small miscellaneous expenses, are made by pre-numbered checks. Checks will be signed by the treasurer and co-signed by the president or vice-president. A petty cash fund may be established for small miscellaneous expenses if authorized in the Bylaws or Constitution. Under no circumstances should cash received be used to pay expenses before being deposited.

4. Audits:

a. A qualified auditor, or, when authorized, a PO member or an audit committee consisting of three PO members who hold no office, must audit an organization's accounting records biennially and upon change of treasurer, following provisions of AR 210-22, Chapter 5, paragraph 5-3.

b. The organization will retain audit reports and financial records for four years.

c. The PO president will furnish the approval authority a corrective action reply within 30 days after receipt of the audit.

5. POC is the undersigned at (***President's contact information***).

PO President's Signature
Name of the PO

SAMPLE II - LOCAL (INSERT ONE: *CONSTITUTION, CHARTER OR ARTICLES OF AGREEMENT*)

ARTICLE I
NAME, LOCATION AND AUTHORITY

SECTION 1: The **(*PO Name*)** shall operate under the jurisdiction of the Garrison Commander, U.S. Army Garrison Stuttgart, OPC 401 BOX # 67, APO AE 09154-9901, hereinafter referred to as the approval authority.

ARTICLE II
MANDATORY STATEMENTS

SECTION 1: **(*PO Name*)** is established in accordance with Army Regulation (AR) 210-22 and Army in Europe and Africa Regulation (AEA Reg) 210-22, Private Organizations and Fundraising Policy, as mandated by IMCOM-Europe. The **(*PO Name*)** is not an instrumentality of the United States, will be self-sustaining, and may not receive financial assistance from the U.S. Army, Appropriated (APF) or Non-Appropriated Funds (NAF).

SECTION 2: **(*PO Name*)** operates and exists on a military installation only with the consent of the approval authority. This consent authorizes approval to operate, expires in two years, may be renewed biennially upon the ***(PO Name)***'s request, and is subject to approval by the designated approval authority. This consent is contingent upon the organization's compliance with the requirements and conditions of AR 210-22 and AEA 210-22. Failure to comply with cited policies will result in dissolution of the Private Organization (PO). The Approval Authority can revoke the PO's operating authority at any time.

SECTION 3: In no event will the U.S. Government, Department of the Army, IMCOM-Europe, or any NAFI assume any liability for the organization's actions and/or debts.

SECTION 4: In accordance with host nation laws, all members may be personally liable to creditors if the assets of the PO are insufficient to discharge liabilities.

SECTION 5: The organization will not discriminate in membership on the basis of race, color, creed, religion, national origin, sex, or mental or physical handicap, and will not seek to deprive individuals of their civil rights.

SECTION 6: The organization will neither propagate extremist activities nor advocate violence against others or the violent overthrow of the U.S. government.

SECTION 7: The organization will not engage in any form of partisan political activity as defined by DoDD 1344.10.

SECTION 8: The organization agrees to reimburse the Army for utility expenses and other expenses if incurred, unless use is incidental (would cost more to bill and collect than it costs to provide the utility).

SECTION 9: The organization understands and agrees that individual members do not personally profit from NFE income except through the exceptions included in AR 210-22, Chapter 2-2d(8).

SECTION 10: All current and future PO personnel and volunteers who have regular contact with children under 18 years of age on the installation have undergone appropriate background checks.

ARTICLE III
PURPOSE

SECTION 1: ***Clearly identify the purpose of the organization***.

SECTION 2: This organization will not engage in activities that compete with those of any Appropriated or Non-Appropriated Fund activities.

ARTICLE IV
ACTIVITIES AND FUNDRAISING EVENTS

SECTION 1: ***List samples of activities supported or sponsored by this organization***.

SECTION 2: ***List samples of fundraisers that the organization will conduct***.

SECTION 3: The PO is aware of the U.S. Army Garrison Stuttgart Command Policy Letter #12, Garrison Fundraising Guidance and Private Organizations Procedural Operations, and AEA 210-22, and will conduct all fundraisers accordingly.

SECTION 4: ***Identify if the PO's activities are directed towards supporting quality of life or raising funds for charitable purposes***.

SECTION 5: ***Identify if the PO's activities are primarily conducted off post or on post***.

ARTICLE V
MEMBERSHIP

SECTION 1: To qualify for approval as a PO in the European theater, more than 50% of the PO members must have SOFA status. Individuals with SOFA status include U.S. and sending States' military and civilian personnel, their accompanying dependent Family members, and employees with status under Article 71, 72, or 73 of the Supplementary Agreement to the NATO Status of Forces Agreement (SOFA).

SECTION 2: ***Identify specific types of membership, eligibility, qualifications for each type, application method, responsibilities for all management functions, procedures for withdrawal of membership, and rules pertaining to guests***.

ARTICLE VI
COMPOSITION OF THE GOVERNING BODY

SECTION 1: ***List the individuals forming the governing body and their titles. Define which officers can act for the president.***

ARTICLE VII
ELECTION OF OFFICERS

SECTION 1: ***Specify frequency of elections and month(s) held***.

SECTION 2: ***Specify number of members that constitute a quorum for a valid election***.

SECTION 3: ***Specify procedures for absentee or proxy voting, if any***.

SECTION 4: ***Specify procedures for replacing officers who make permanent change of station (PCS) moves or who resign***.

SECTION 5: ***Describe procedures for appointment of advisors and honorary officers, if any***.

ARTICLE VIII
DISSOLUTION

SECTION 1: If the organization is dissolved, all funds in the treasury at the time will be used to meet any outstanding debts, liabilities, or obligations. Upon dissolution of the organization, all material and real assets remaining after payment of all liabilities will be donated to the ***(name of the organization to which the material/real assets will be donated.)***.

SECTION 2: In the event that the organization is dissolved without notice, all funds will be donated to the ***(name of the organization to which the funds will be donated.)***.

SECTION 3: The Garrison PO Coordinator will be notified of the dissolution. Notice will include:

a. A statement of dissolution dated and signed by the PO president, indicating the organization to which the dissolved organization's residual assets were transferred.

b. A copy of the bank statement showing a zero balance.

ARTICLE IX
AMENDMENTS

SECTION 1: ***Specify the organization's procedures to amend the Constitution and Bylaws***.

SECTION 2: Amendments to the Constitution and Bylaws made throughout the year will be forwarded to the PO Coordinator. The letter reporting amendments will be signed by the president and will indicate approval by the governing board or by vote of the general membership. New amendments will not conflict with AR 210-22 or AEA 210-22.

ARTICLE X
RATIFICATION

This Constitution has been approved by a majority vote on (***date***).

President's Name and Signature

Secretary's Name and Signature

BYLAWS - Sample

ARTICLE I
DUTIES OF OFFICERS

SECTION 1: ***Specify the duties of each officer. If the organization maintains an account with a military banking facility, include the following statement: "the treasurer must have SOFA status."***

SECTION 2: Officers at the end of their term of office will ensure that all organization records are complete, including: checkbook, financial statements (bank statements), meeting minutes, PO Handbook, etc. These items will be handed off to the new board of governors/officers.

ARTICLE II
ELECTIONS

SECTION 1: ***Specify when, where, and how elections are held and announced***.

SECTION 2: ***State the length of terms of office and procedures for replacing an incumbent if an office becomes vacant***.

ARTICLE III
MEETINGS AND MEMBERSHIP NUMBERS

SECTION 1: ***Specify frequency, the possible location of the meetings, and the method of notification to the members***.

SECTION 2: Upon change of executive board members, an updated list that includes their names, position titles, complete APO or mailing addresses, private telephone numbers, private, non-DoD or official PO email addresses, and indicating Yes/No if each executive board member maintains SOFA status, will be forwarded to the PO Coordinator.

ARTICLE IV
SPECIAL COMMITTEES

SECTION 1: ***Specify provisions of appointment, tenure, dissolution, and scope of responsibilities for any special committee***.

ARTICLE V
EXPENDITURES

SECTION 1: Expenditures will be limited to those required to support the activities listed in the Constitution.

SECTION 2: ***Clearly describe the type of expenditures and any limits to amounts authorized. Additionally, state whether petty cash can be used and the method for using it. State who is authorized this use***.

ARTICLE VI
INCOME

SECTION 1: ***Indicate the amount of dues, assessments, or other charges established. Describe the source of income (i.e. fundraising activities, etc.). AR 210-22, Chapter 3, paragraph 3-2, POs are self-sustaining, primarily through dues, contributions, service charges, fees or special assessment of members.***

SECTION 2: ***If annual dues are payable, define the policy on refunds in the event members leave the area for military reasons***.

ARTICLE VII
FINANCIAL CONTROL

SECTION 1: Accounting records will be maintained that reflect the assets, liabilities, net worth and financial transactions of the organization. A Financial Standard Operating Procedure (SOP) describing the accounting system will be prepared and maintained in a permanent file for reference and inspection purposes.

SECTION 2: ***((PO Name) will utilize on-post banking services, if applicable.)*** Audit reports, will be sent to the PO Coordinator upon biennial renewal requests to operate and at any change of treasurer, when the annual revenue is $1,000 or more.

ARTICLE VIII
BONDING

SECTION 1: In accordance with AEA 210-22, Section II, 4(c)(3), the PO will purchase fidelity bonding from a commercial firm for members or employees handling monthly cash flow exceeding $500. The amount of fidelity bonding will be equal to the normal maximum amount of cash handled, and will be sufficient to provide full protection of assets.

SECTION 2: Copies of the current fidelity insurance will be submitted to the PO Coordinator.

ARTICLE IX
LIABILITY INSURANCE

SECTION 1: In accordance with AR 210-22, Chapter 5, paragraph 5-2, the PO will obtain adequate insurance protection against public liability claims, property damage claims, or other legal actions arising from PO activities, one or more of the PO's members acting on its behalf, or the operation of any equipment, apparatus, or device under the control and responsibility of the PO.

SECTION 2: In accordance with AEA 210-22, Section II, paragraph 4(c)(4), proof of the current liability insurance will be submitted to the PO Coordinator. Insurance will be obtained from commercial firms at the organization's expense. ***Note: organizations that are part of a national or worldwide organization should check with their appropriate headquarters, if the headquarters' insurance covers the local chapter***.

ARTICLE X
AUDIT

SECTION 1: Auditors contracted by POs must comply with audit procedures and requirements in accordance with AEA 210-22.

SECTION 2: ***State whether: 1) the PO uses a single-entry or double-entry accounting system and 2) if the PO engages in resale or fundraising***.

SECTION 3: As required under AR 210-22, Chapter 5, paragraph 5-3, the organization will be audited at least once every 2 years and upon change of treasurer, regardless of the time elapsed since the last audit, at its own expense, by a qualified auditor, or a PO member or a committee of three PO members who hold no office within the organization when the PO annual revenue is $1,000 or more. The audit will, at a minimum, include:

a. A thorough check to ensure all transactions are recorded and properly documented. This establishes an audit trail.

b. Inventory of organization owned property.

c. Verification that financial statements (bank statements) are accurate and are issued as required for review.

d. A cash count of all cash on hand, reconciliation of bank statements, check of accounts receivable, and reconciliation of accounts payable and other liabilities.

e. A review of the PO's Financial SOP.

SECTION 4: The auditor or committee will furnish the organization's president and the PO Coordinator with a written report on the audit results. Copies of the audit reports will be submitted to the PO Coordinator at the time of renewal.

SECTION 5: A corrective action reply, if needed, will be forwarded to the PO Coordinator within 30 days after receipt of the audit by the organization's president.

SECTION 6: The organization will retain audit reports and financial records for at least four years.

SECTION 7: The organization will comply with all Federal, State, and local tax laws and codes (AR 210-22, Chapter 5, paragraph 5-4(c)).

ARTICLE XI
RESALE AND FUNDRAISING ACTIVITIES

SECTION 1: The organization will not engage in any fundraising or donation drive type activities without prior written approval from the approval authority or their designee. The written approval from the approval authority will be posted at the fundraising site during any activity.

SECTION 2: A letter requesting permission to conduct a fundraising or donation drive type event should be forwarded through the PO Coordinator to the approval authority at least 30 days prior to the event. If fundraising or donation drive type events take place within the immediate vicinity of a DFMWR facility, Exchange, and DeCA facility or on the grounds of the facility, the PO will obtain written permission of the according facility manager. If pre-event ticket sales or advertising is required, the fundraiser request must be submitted at least 30 days prior to the date that the ticket sales or advertising is scheduled to begin.

SECTION 3: AEA 210-22, Section III, paragraph 11(d), prohibits POs from engaging in the distribution or sale of alcoholic beverages at any time.

SECTION 4: Participation in fundraising or donation drive type activities will be limited to members of the US Forces, their family members, and members of the civilian component of the US Forces and their family members who are authorized logistical support pursuant to IMCOM-Europe Regulation 600-700.

SECTION 5: The organization will specify risk management procedures when planning and carrying out activities for their organization to ensure the safety of all participants.

SECTION 6: The organization will make a statement as to how duty time will be accounted for on those days that are not official or training holidays or weekends.

ARTICLE XII
EMPLOYEES

SECTION 1: ***State whether the organization employs individuals for the operation and administration of the organization. Specify their positions and their duties***.

SECTION 2: ***Specify policy and procedures applicable to employees must be explained (i.e., positions, hiring and termination, pay rates, cash awards, etc.)***.

SECTION 3: ***A disclaimer that the organization is not a U.S. employer within the meaning of the United States Employment Tax Laws***.

ARTICLE XIII
AFFILIATED CHAPTERS

SECTION 1: ***State whether the organization is affiliated with a national, regional or state organization.***

SECTION 2: ***If the organization is affiliated with a national, regional or state organization, evidence of affiliation shall be attached to the request for approval to operate. Evidence of affiliation includes: a copy of the parent organization's Constitution, Bylaws, Articles of Agreement, or the PO's Charter, or a signed memorandum from the parent organization.***

ARTICLE XIV
RESCISSION

SECTION 1: The Constitution and Bylaws shall be effective immediately after approval by the organization and upon subsequent written approval by the approval authority.

SECTION 2: Upon approval of the Constitution and the Bylaws, all previously published Constitutions and Bylaws will be rescinded.

ARTICLE XV
RESTRICTIONS

SECTION 1: There is no official relationship between the organization's activities, official duties, and responsibilities of DoD personnel who are organization members or participants.

SECTION 2: The organization's Constitution and Bylaws must authorize all functions and expenditures. DoD personnel acting in an official capacity will not influence these choices.

SECTION 3: This organization was not created, operated, or administered by DoD personnel acting in an official capacity or on behalf of an official purpose to evade restrictions on expenditures of Appropriated and/or Non-Appropriated Funds.

SECTION 4: Except as authorized, this organization will not use for any improper purpose or in a manner that implies endorsement by any federal entity, or include in its title, logo, letterhead, name, seal, or acronym "DoD" or the name, abbreviation or seal of any military department, service or other federal entity. No member of or participant in the organization's activities will use their military or DoD title, logo, letterhead, name, seal or acronym in any manner in connection with the PO's activities.

SECTION 5: ***Additional regulations referred to in the organization's Constitution or Bylaws must be attached to the request for approval to operate or the request for biennial renewal with the relevant portions highlighted. List any such regulations here***.

ARTICLE XVI
RATIFICATON

The Bylaws have been approved by a majority vote on (***date***).

President's Name and Signature

Secretary's Name and Signature

SAMPLE III – INITIAL APPROVAL TO OPERATE REQUEST

Private Organization Letterhead Date

MEMORANDUM FOR Garrison Commander, U.S. Army Garrison Stuttgart, Attn: D, FMWR, Private Organizations Coordinator, OPC 401 BOX # 67, APO AE 09154-9901

SUBJECT: Request for Approval to Operate as a Private Organization (PO)

1. The **(*Name of the PO*)** requests approval to operate as a PO in U.S. Army Garrison Stuttgart, as authorized by AR 210-22 and AEA 210-22. The included required documentation is as follows:

a. One copy of the **(*Name of the PO*)** Constitution and Bylaws. The Constitution and Bylaws set forth the purpose(s) and activities of the PO.

b. A list of executive board members to include their complete names, position titles, APO or mailing addresses, private telephone numbers, private, non-DoD or official PO email addresses, and indicating Yes/No if each executive board member maintains SOFA status.

c. Proof of liability insurance and bonding, or a statement from a parent organization indicating that its policy includes coverage for both liability and fidelity bonding covering the local organization.

d. Copy of the Constitution and Bylaws, Articles of Agreement, or other evidence of affiliation from the ***(Name of the parent organization)*** **(if the PO is an affiliated chapter)**.

e. An affidavit, notarized by the Stuttgart Law Center, reflecting the SOFA Status of membership. (AEA 210-22, Section II, paragraph 4(a)(1)).

f. A copy of the License to Use USAG Stuttgart Facilities Form (See Appendix, Form 6), signed by a representative of the PO.

g. A copy of the Youth Protection Training certificates for all adult leadership and members who supervise youth for all Youth-Oriented Private Organizations, including Parent-Teacher Associations (if minors participate in their fundraisers).

2. The **(*Name of the PO*)** is aware of the DoD and IMCOM-Europe policies on equal opportunity and will adhere to and enforce these policies.

3. Upon approval, the location and types of on-post bank accounts and account numbers will be submitted to the approval authority.

4. POC is the undersigned at **(*president's contact information*)**.

PO President's Signature
Name of the PO

SAMPLE IV - BIENNIAL RENEWAL REQUEST

Private Organization Letterhead Date

MEMORANDUM FOR Garrison Commander, U.S. Army Garrison Stuttgart, Attn: D, FMWR, Private Organizations Coordinator, OPC 401 BOX # 67, APO AE 09154-9901

SUBJECT: Request for Renewal of Approval to Operate as a Private Organization (PO)

1. The **(*Name of the PO*)** requests renewal of its approval to operate as a PO in U.S. Army Garrison Stuttgart, as authorized by AR 210-22 and AEA 210-22. The included documentation is as follows:

a. A copy of the approval document if approval to operate was granted previously.

b. One copy of the current **(*Name of the PO*)** Constitution and Bylaws.

c. A list of executive board members to include their names, position titles, complete APO or mailing addresses, private telephone numbers, private, non-DoD or official PO email addresses, and indicating Yes/No if each executive board member maintains SOFA status.

d. A signed affidavit, notarized by the Stuttgart Legal Center, stating the percentage of PO members with SOFA status.

e. Proof of insurance and bonding, or a statement from a parent organization indicating that its policy includes coverage for both liability and fidelity bonding covering the local organization.

f. A summary of the **(*Name of the PO*)** key activities and fundraisers sponsored during the previous 2 years.

g. A detailed summary of any major changes in the PO or its operation (activities, objectives, officers, organization, Constitution/Bylaws, membership, etc.) (AR 210-22, Chapter 2, paragraph 2-2(d)(6)).

h. A statement stating the location of bank account(s), account number(s), account type(s), and currency.

i. A copy of the most recent audit report covering a two-year period and corrective action reply.

j. A copy of the License to Use USAG Stuttgart Facilities Form (See Appendix, Form 6), signed by a representative of the PO.

k. A Request for Space Renewal document if the PO has been granted space and is requesting to keep the space during the renewal period. (See Appendix, Form 5)

l. A copy of the Youth Protection Training certificates for all adult leadership and members who supervise youth for all Youth-Oriented Private Organizations, including Parent-Teacher Associations (if minors participate in their fundraisers).

2. The (***Name of the PO***) is aware of the DoD and IMCOM-Europe policies on equal opportunity and will adhere to and enforce these policies.

3. POC is the undersigned at (***president's contact information***).

PO President's Signature
Name of the PO

SAMPLE V - FUNDRAISER / DONATION REQUEST

Private Organization Letterhead Date

MEMORANDUM FOR Family and MWR Director, U.S. Army Garrison Stuttgart, Attn: D, FMWR, Private Organizations Coordinator, OPC 401 BOX # 28, APO AE 09154-9901

SUBJECT: Request for **(*indicate type of event*)** fundraiser # **(*indicate number for current fiscal year*)**

1. Request the **(*Name of PO*)** be granted permission to conduct **(*indicate the type of event*)** in accordance with AEA 210-22.

2. The following information is provided:

a. ***The date, time, and location of the event. (If multiples occasions, repeat as necessary.)***

b. ***Clearly state the purpose of conducting the fundraiser and describe in detail how the fundraiser will be conducted.***

c. The ***(PO Name)*** will not resale or transfer to unauthorized recipients of AAFES or DeCA merchandise, items imported through an APO or the MPS, or items purchased through the Individual Tax-Relief System to conduct this fundraiser.

3. The following PO members participating in the event may or may not be DoD employees or service members. These individuals will not be acting in any official duty capacity. These individuals will be acting on a volunteer basis only.

a. ***Person*** – food handler's certification expires ***Day Month Year* *Certification cannot expire prior to the event date****

b. ***Person*** – food handler's certification expires ***Day Month Year* *Certification cannot expire prior to the event date****

c. ***Person***

4. One person will be utilizing a cash box to collect the money. At the conclusion of the event, the money will be deposited in the **(*Name of PO*)** bank account.

5. Risk Assessment: **(*Describe in detail the risks associated with the fundraiser and the steps the PO will take to address them. Risks to be considered are as follows: food borne illnesses, traffic, personal injury, security due to large crowds, property damage, etc.*)**.

6. Point of contact is the undersigned at **(*PO officer's phone and email contacts*)**.

PO Officer's Name and Title
Name of the PO

SAMPLE VI – USE OF REAL PROPERTY REQUEST

Private Organization Letterhead Date

MEMORANDUM THRU ***(Facility Name, Facility Manager's Name)***

MEMORANDUM FOR Family and MWR Director, U.S. Army Garrison Stuttgart, Attn: D, FMWR, Private Organizations Coordinator, OPC 401 BOX # 28, APO AE 09154-9901

SUBJECT: Request for Use of Army Real Property

1. The ***(Name of PO)*** requests the use of ***(the name of the facility and/or specific area, building number, room number, etc.)*** during the period ***(dates and time)***. The ***(name of the facility or specific area)*** will be used to conduct a ***(type of event)***.

2. The ***(Name of PO)*** understands that coordination with the facility manager does not constitute approval of the PO's event or the use of the real property. Coordination assures the Family and MWR Director that the facility manager can support your request. Further, ***(Name of PO)*** will not start advertising this event until ***(Name of PO)*** receives Family and MWR Director approval.

3. **(*Name of PO)*** agrees to enter into a license agreement with the Garrison Commander prior to utilizing Army real property.

4. POC is (_____) at (_____).

_____
PO Officer's Name
Title in PO
Name of PO

Facility Manager Certification:

The support does not interfere with the performance of official duties and would in no way detract from readiness. _____ (Facility Manager initial)

The items the ***(Name of the PO)*** are selling does not create a conflict nor are they considered in competition to products sold at this facility. _____ (Facility Manager initial)

_____
Facility Manager's Name (Print)

_____ _____
Facility Manager's Signature Date

SAMPLE VII – AUDIT COVER LETTER

DATE

SUBJECT: Audit Report for **(*Name of the PO*)**

(*Name of the PO*)
CMR _____ BOX _____
APO AE _____

TYPE OF AUDIT: ***Biennial, Annual, Change of Treasurer, or Terminal***

OPINION STATEMENT: The financial transactions of **(*Name of the PO*)** were examined for the period **(*date to date*)**. The examination included verifications to determine if: all reconciled cash is on hand and in the bank, receivables and property inventory were accurate; operations, accounting, internal controls, required records and financial reports followed the procedure and guidelines contained in the Private Organizations Policies and Procedural Handbook. All records and reports **were accurate/were not accurate** (** ***select one*** **) and **supported/not supported** (** ***select one*** **) by valid documentation. In my opinion, subject to the comments and recommendations herein the attached financial statement **fairly presents/does not present** (** ***select one*** **) the financial position of the fund on specific date the accounting records and financial reports **conform/do not conform** (** ***select one*** **) with the guidelines in the U.S. Army Garrison Stuttgart Private Organizations Policies and Procedural Handbook.

COMMENTS AND RECOMMENDATIONS:

Auditors' Printed Name(s) and Signature(s)

(** If audit is conducted by a committee of three, please ensure that all three names and signatures appear on this sheet **)

Audit has been reviewed by the PO President:

PO President's Printed Name and Signature
Date

SAMPLE VIII – SUMMARY OF INCOME AND EXPENSES

SUMMARY OF INCOME AND EXPENSES

Name of Private Organization: _____

Period of Time Covered: Date - Date

POC Name:

Bank Account Name:

Bank Account Number:

Beginning Balance:	$ -
Income/Deposits:	
Membership Dues	$ -
Fundraisers	$ -
Donations	$ -
Sales	$ -
Total Income/Deposits:	$ -
Expenses/Disbursements:	
Administrative:	$ -
- Supplies	$ -
- Telephone/Internet	$ -
- Insurance	$ -
- Equipment	$ -
- Prizes	$ -
- Food	$ -
Contributions/Donations:	
- Scholarships	$ -
- Schools Donations	$ -
- Instruction/Coaches	$ -
- Athletic Organizations	$ -
Total Expenses/Disbursements:	$ -
Summary:	
Beginning Balance	$ -
+ Total Income	$ -
= Adjusted Balance	$ -
- Expenses/Disbursements	$ -
= Ending Balance	**$ -**

Auditors' Printed Names and Signatures

PO President's Printed Name and Signature

FORM 1 – LATE SUBMISSION WAIVER
FOR BIENNIAL RENEWAL REQUEST

Name of Private Organization: Date

MEMORANDUM FOR Garrison Commander, U.S. Army Garrison Stuttgart, Attn: D, FMWR, Private Organizations Coordinator, OPC 401 BOX # 67, APO AE 09154-9901

SUBJECT: Request for Waiver – Late Renewal/Revalidation Submission

1. _____requests the USAG Stuttgart Garrison Commander's approval to submit a Renewal/Revalidation Request, which is less than the 90 days required in accordance with AR 210-22.

2. The current operating expiration date is _____, which means it will expire _____ days from today.

3. The detailed reason this request is late is: _____
_____
_____
_____

4. PO Representative Name: _____

PO Representative Number and Email: _____

Garrison Commander Decision:

_____ Approve late request _____
(Signature) (Date)

_____ Disapprove late request _____
(Signature) (Date)

EDWARD J. SANDFORD
COL, SF
Commanding

FORM 2 - LATE SUBMISSION WAIVER
FOR FUNDRAISER REQUEST

Name of Private Organization: Date:

MEMORANDUM FOR Family and MWR Director, U.S. Army Garrison Stuttgart, Attn: FMWR, Private Organizations Coordinator, OPC 401 BOX # 28, APO AE 09154-9901

SUBJECT: Request for Waiver – Late Fundraiser/Donation Request Submission

1. _____ requests the Family and MWR Director's approval to submit a Fundraiser/Donation Request, which is less that the 30 days required in USAG Stuttgart Command Policy Letter #12, Garrison Fundraising Guidance and Private Organizations Procedural Operations.

2. The fundraiser is for a ____ Food _____ Non-Food fundraiser scheduled to take place at _____ on _____, which is _____ days from today.

3. The detailed reason this request is late is: _____
_____
_____

4. I understand that this is the ONLY late submission that can be submitted this fiscal year.

5. PO Representative Name: _____

PO Representative Number and Email: _____

Family and MWR Director Decision:

_____ Approve late request _____
(Signature) (Date)

_____ Disapprove late request _____
(Signature) (Date)

JOSEPH L. JOHNSON
Director, Family and MWR
USAG Stuttgart

FORM 3 – AFFIDAVIT FOR SOFA STATUS

Name of Private Organization: _____

_____ is confirming that _____ percentage of its members are covered under the SOFA Status.

I, _____, CERTIFY THAT THE ABOVE IS A TRUE AND CORRECT STATEMENT. I FULLY UNDERSTAND THE CONTENTS OF THE ENTIRE STATEMENT MADE BY ME. I HAVE MADE THIS STATEMENT FREELY, WITHOUT HOPE OF BENEFIT OR REWARD, WITHOUT THREAT OF PUNISHMENT, AND WITHOUT COERCION, UNLAWFUL INFLUENCE, OR UNLAWFUL INDUCEMENT.

_____ _____

Signature Date

---------- To be filled out by the Legal Center Staff ----------

WITH THE UNITED STATES ARMED FORCES

AT STUTTGART, GERMANY

The foregoing instrument was acknowledged before me on _____ (date) by _____ (name).

I, the undersigned officer, do hereby certify that I am, on the date of this certificate, a person with the power described in Title 10 U.S.C. 1044a of the grade, branch of service, and organization stated below in the active service of the United States Armed Forces, or an authorized civilian attorney under Title 10 U.S.C. 1044a, and that by statute no seal is required on this certificate, under authority granted to me by Title 10 U.S.C. 1044a.

_____
Name:

_____
Signature:

Military Notary 10 U.S.C. § 1044a

FORM 4 – SPACE ASSIGNMENT REQUEST

Name of Private Organization: ________________________________ Date: ____________

MEMORANDUM FOR Garrison Commander, U.S. Army Garrison Stuttgart, Attn: D, FMWR, Private Organizations Coordinator, OPC 401 BOX # 28, APO AE 09154-9901

SUBJECT: Request for Assignment of Space

1. __________________________________ is requesting to be assigned space within the Garrison to use for the exclusive purpose of storing equipment for our private organization. We understand that this space must be initially approved in writing by the Garrison Commander, can be revoked at any time due to mission requirements and is subject to inspection when requested. If the space is revoked, the PO has 14 days from notification to clear any occupied space. Any items found in the space after 14 days will be removed and disposed of IAW DoD and Army guidelines on unclaimed property. In addition, renewal of this space must be requested at the time of renewal of Approval to Operate.

2. ___________________________________ agrees to assume responsibility for all equipment located in the space utilized during occupancy by ____________________________. PO agrees to assume the cost of repair for any damage.

3. Any request for additional space or return of current space that is no longer needed will be prior coordinated only with DPW Real Property Section.

4. ___________________________________ is requesting: ________ square feet of space

Space will be used for: ____

Space on (number in priority order):

___ Patch Barracks _____ Kelley Barracks ____ Panzer Kaserne ____ Robinson Barracks

5. Name and Title of PO Representative: ____

PO Representative Number and Email: ____

- -

Space is available at:

Installation: _______________________ Bldg #: ___________ Location: _______________

For this space, the utilities will be reimbursable: Yes ☐ No ☐

Approval:

____
Real Property Accountable Officer
DPW, Master Planning
USAG Stuttgart

____
EDWARD J. SANFORD
COL, SF
Commanding

FORM 5 – SPACE RENEWAL REQUEST

Name of Private Organization: ________________________________ Date: _____________

MEMORANDUM FOR Garrison Commander, U.S. Army Garrison Stuttgart, Attn: D, FMWR, Private Organizations Coordinator, OPC 401 BOX # 28, APO AE 09154-9901

SUBJECT: Request for Renewal of Assigned Space

1. __________________________________ is requesting approval to keep the current space assigned within the Garrison to use for the exclusive purpose of storing equipment for our private organization. We understand that continued use of this space must be approved in writing by the Garrison Commander, can be revoked at any time due to mission requirements and is subject to inspection when requested. If the space is revoked, the PO has 14 days from notification to clear any occupied space. Any items found in the space after 14 days will be removed and disposed of IAW DoD and Army guidelines on unclaimed property.

2. ___________________________________ agrees to assume responsibility for all equipment located in the space utilized during occupancy by __________________________. We agree to assume the cost of repair for any damage.

3. Any requests for additional space or return of space that is no longer needed will be prior coordinated only with DPW Real Property Section.

4. ___________________________________ currently has approved space in the following areas:

Installation Name: __________________ Bldg #: ____________ Room # (if app): _________

Space is used for: ____

5. Name and Title of PO Representative: ____

PO Representative Number and Email: ____

- -

For this space, the utilities will be reimbursable: Yes ☐ No ☐

Approval:

_________________________ _________________________

Real Property Accountable Officer
DPW, Master Planning
USAG Stuttgart

EDWARD J. SANFORD
COL, SF
Commanding

FORM 6 - LICENSE TO USE U.S. ARMY GARRISON STUTTGART FACILITIES

GARRISON COMMANDER, U.S. ARMY GARRISON STUTTGART hereby grants to:

PO Name (Licensee) a license (License), for meetings, occasional fundraising and other PO activities on the real property listed in the USAG Stuttgart Policy Letter #12. This revocable License is valid for 24 months and will be reviewed upon **PO Name** biennial renewal submitted to the D, FMWR. Prior to each fundraiser, **PO Name** is still required to obtain fundraiser approval from the D, FMWR, as well as facility-use approval from the facility manager. This license is granted with the understanding that this agreement may at any time be unilaterally terminated with minimal notice.

This license is not subject to Title 10, United States Code, Section 2662.

THIS LICENSE is granted pursuant to Army Regulation (AR) 210-22, paragraph 3-3b; AR 405-80, paragraph 2-10 and 3-5; JER, paragraph 3-102 is subject to the following conditions: That the exercise of the privileges hereby granted shall be under the general supervision and subject to the approval of the Garrison Commander having immediate jurisdiction over the property, hereinafter referred to as "the Garrison Commander" and is subject to such rules and regulation as may be prescribed by the Garrison Commander.

1. That any property of the United States Government, the Department of Defense, the United States Army, or U.S. Army Garrison Stuttgart (collectively the "Government") damaged or destroyed by the Licensee, incident to the exercise of the privileges herein granted shall be promptly repaired or replaced by the Licensee to the satisfaction of the Garrison Commander, or in lieu of such repair or replacement, the Licensee shall, if so required by the Garrison Commander, pay to the Government money in an amount sufficient to compensate for the loss sustained by the Government by reason of damage to or destruction of the Government's property.

2. That the Government shall not be responsible for damages to property or injuries to persons which may arise from or be incident to the exercise of the privileges herein granted, or for damages to the property of the Licensee, or for damages to the property or injuries to the person of the Licensee's officers, agents, servants, or employees or others who may be on said premises at their invitation or the invitation of any one of them, arising from Governmental activities on said premises, and the Licensee shall hold the Government harmless from any and all such claims.

3. That, upon the termination of this License, the Licensee shall, within such time as the Garrison Commander may designate, vacate the said premises, remove all the property of the Licensee therefrom, and restore the premises to a condition satisfactory to the Garrison the Commander. If the Licensee shall fail or neglect to remove said property and so restore the premises, then, at the option of the Garrison Commander, said property shall either become the property of the Government without compensation therefor, or the Garrison Commander may cause the property to be removed and the premises to be restored at the

expense of the Licensee, and no claim for damages against the Government or its officers or agents shall be created by or made on account of such removal and restoration work.

4. That the Licensee shall neither transfer this license nor sublet the said premises or any part thereof, nor grant any interest, privilege, or license whatsoever in connection with this license without permission in writing from the Garrison Commander.

5. This License is granted without charge and may include utilities, in-place equipment, and janitorial services without charge, as long as the use is incidental to US Government use. However, the Government shall be under no obligation to furnish utilities or services.

6. By using the Property, licensee agrees to be bound by the foregoing terms and conditions and covenants that the Licensee bears sufficient insurance to cover any damage or injury that may result from the use of any Government property.

IN WITNESS WHEREOF I have hereunto set my hand as the Garrison Commander,

USAG Stuttgart this _____ day of _____, 20_____.

EDWARD J. SANFORD
COL, SF
Commanding

THIS LICENSE, together with the provisions and conditions thereof, is hereby accepted this _____day of _____, 20 _____.

Signature and Name of Licensee (PO's) Agent:_____

Licensee (PO) Name: _____

DFMWR Annual Compliance Verification Year: 20 _____.

DFMWR Signature/Print: _____