



U.S. ARMY®



Private Organization

Informational Training Briefing

Version 1
As of 14 February 2020



Agenda

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



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Family and MWR Contact Information

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Private Organization Program Purpose

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



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Private Organization Statistics for Stuttgart

- 73 active POs are approved to operate in Stuttgart.
- In FY19, 226 fundraiser requests were processed and approved.
- In FY19, 27 PO renewal packets and 7 initial packets were reviewed and approved.
- In FY19, 55 late waiver requests were submitted.
- USAG Stuttgart has the largest PO Program in Europe.



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Private Organization Process and Procedures

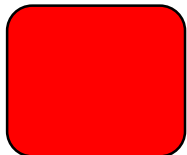
- Initial and Renewal Requests to Operate
 - See list of documents required, page(s) 17-20
 - Must be submitted 90 days in advance
 - Authorization to operate expires AUTOMATICALLY
 - Turn in paperwork on time or submit waiver for GC
 - Bank account will be closed upon expiration
 - President or VP must have SOFA Status
- Fundraising Requests
 - See list of documents required, page 22-23
 - Must be submitted 30 days in advance
 - One time waiver is possible (not less than 10 days)
 - Facility Use Request, page 44
 - Approved fundraising locations, page 24



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Fundraiser Request Process



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



- Submit completed packet to PO Coordinator



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



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



- FMWR Director will sign approval letter
- PO Coordinator will email approval letter to PO

Note: AAR is no longer necessary to be turned in.



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Regulation and Process Review

Frequently Missed/Overlooked Issues in Fundraiser Requests

- Lack of fundraiser Use of Facility requests
- Proper identification of date/time/location
- Not identifying food handler certified personnel

(Online Course: <http://rhce.amedd.army.mil/Bavaria/DPM/fhcc.cfm>)

Things that will get you in trouble

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



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Critical Elements Often Overlooked

- Paperwork to be provided annually – March 31 deadline
 - Updated list of officers (as changes occur)
 - Minutes from meetings signed by PO President
 - Copies of financial statements
 - Audit reports – CPA needed if account is > \$50,000
 - List of an major changes in operations
 - Renewed bonding and liability insurance
 - Space assignment/renewal approval letter signed by GC



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Private Organization Processes and Procedures

- Items needed in your PO files, page 9
- Approval process for special events, page 25
 - Must include all information from regular fundraiser request plus:
 - ✓ Risk Management Assessment Worksheet
 - ✓ Detailed Med Evac Plan
 - ✓ Waiver of Liability Form
 - ✓ Vehicles or logistical support needed



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Updates

- USAG Stuttgart Policy Letter # 14, dated 23 Dec 2019
- 2020 PO Handbook with procedural changes and sample documents
- After Action Reports – no longer needed
- Audits
- Annual Paperwork Due
- Proof of SOFA Status
- Space assignment/renewal approval letter signed by the GC



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Question and Answer Period

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



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Any Questions?



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