



U.S. ARMY®



Private Organizations

Informational Training Briefing

Version 1
As of 18 October 2022



Agenda

- Contact Information for Key Family and MWR Staff
- Purpose
- Statistics
- Fundraiser Approval and Bi-Annual Renewal Process
- Updates to PO Handbook
- Discussion Period (Q&A)



18 October 2022



Family and MWR Contact Information

Program Manager: LaPresha Jackson

DSN: 596-2622

CIV: 09641-70-596-2622

Email: lapresha.k.jackson.naf@army.mil

NAF Support Division Chief: Andrea Stauffer

DSN: 596-3303

CIV: 09641-70-596-3303

Cell: 0173-315-6062

Email: andrea.g.stauffer.naf@army.mil

Family and MWR Director: Joseph L. Johnson

DSN: 596-2089

CIV: 09641-70-596-2089

Email: joseph.l.johnson16.naf@army.mil



18 October 2022



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.



18 October 2022



Private Organization Statistics for Stuttgart

- 59 active POs are approved to operate in Stuttgart.
- In FY22, 75 fundraiser requests were processed and approved. The average number prior to COVID-19 was close to 200 annually.
- In FY22, 33 PO renewal packets and 1 initial packet were reviewed and approved.
- In FY22, 22 late waiver requests were submitted.
- USAG Stuttgart has the largest PO Program in Europe.



18 October 2022



Private Organization Process and Procedures

- Initial and Renewal Requests to Operate
 - See list of documents required, page(s) 19-22
 - Must be submitted 90 days in advance
 - Authorization to operate expires AUTOMATICALLY
 - Turn in paperwork on time or submit a Late Submission Waiver for Deputy to the Garrison Commander
 - Bank account will be closed upon expiration
 - President or VP, and Treasurer must have SOFA Status
- Fundraising Requests
 - See list of documents required, page 24-27
 - Must be submitted 30 days in advance
 - One time waiver is possible (not less than 10 days)
 - Use of Real Property Request, page 47
 - Approved fundraising locations, page 28



18 October 2022



Private Organization Processes and Procedures

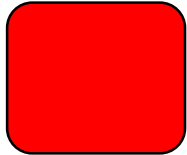
- Items needed in your PO files, page 10
- Approval process for special events, page 29
 - Must include all information from regular fundraiser request plus:
 - ✓ Risk Management Assessment Worksheet
 - ✓ Detailed Med Evac Plan
 - ✓ Waiver of Liability Form
 - ✓ Vehicles or Logistical Support Needed



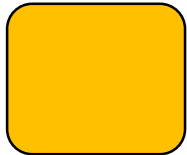
18 October 2022



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 Division Chief will review FR documents



- FMWR Director will review FR documents and sign approval letter
- PO Coordinator will email approval letter to PO





Critical Elements Often Overlooked – Part 1

PO Bi-annual Renewal

- All memorandums have to be signed by the PO President.
- Constitution and Bylaws have to be updated according to the sample available in the PO Handbook and have to be ratified in the year of bi-annual renewal.
- List of Officers has to include private email addresses and phone numbers.
- Youth Protection Training certificates are required for all adult leadership and members/volunteers who supervise youth for all Youth-Oriented Private Organizations (<https://www.scouting.org/training/youth-protection/>)



18 October 2022



Critical Elements Often Overlooked – Part 2

PO Bi-annual Renewal – Audit

- POs using a **single-entry** accounting system - Audit cover letter has to be signed by 3 members who hold no office and reviewed and signed by the PO President.
- POs using a **double-entry** accounting system – Audit has to be conducted by a qualified auditor.
- POs with **annual deposits over \$100,000** – Audit must be conducted by a qualified auditor or POs can submit the following documents signed by 3 members who hold no office and the PO President:
 - ✓ An Audit Cover Letter (see Sample VIII in the PO Handbook)
 - ✓ A Summary of Income and Expenses for each account based on bank statements during the audit period (see Sample IX in the PO Handbook)
 - ✓ A Check Register (a list of all deposits and expenses) for each transaction (sample available upon request or on our MWR website).



18 October 2022



SUMMARY OF INCOME AND EXPENSES

Name of Private Organization: Stuttgart Youth Chess Club
 Period of Time Covered: 1 Jan 2021 - 31 Dec 2021
 POC Name: John Smith
 Bank Account Name: Community Bank
 Bank Account Number: 55512345

Beginning Balance: \$ 56,483.72

Balance on
01/01/2021

Income/Deposits:

Membership Dues	\$ 2,150.00
Fundraisers	\$ 6,937.89
Donations	\$ 208.63
Sales	\$ -
	\$ -
	\$ -

Total Income/Deposits: \$ 9,296.52

Expenses/Disbursements:

Administrative:	\$ -
- Supplies	\$ 62.14
- Telephone/Internet	\$ -
- Insurance	\$ 216.00
- Equipment	\$ 854.77
- Prizes	\$ 150.28
- Food	\$ 189.94
Contributions/Donations:	
- Scholarships	\$ 3,000.00
- Schools Donations	\$ -
- Instruction/Coaches	\$ -
- Athletic Organizations	\$ -
	\$ -
	\$ -

Total Expenses/Disbursements: \$ 4,473.13

Summary:

Beginning Balance	\$ 56,483.72
+ Total Income	\$ 9,296.52
= Adjusted Balance	\$ 65,780.24
- Expenses/Disbursements	\$ 4,473.13
= Ending Balance	\$ 61,307.11

Balance on
31/12/2021



18 October 2022



Critical Elements Often Overlooked – Part 3

Annual Reporting Requirements

- Paperwork to be provided annually – January 31 deadline:
 - Updated list of officers (as changes occur)
 - Meeting minutes
 - Copies of bank statements
 - Audit reports – following the updated audit guidelines
 - List of any major changes in operations (ex: elections)
 - Renewed bonding and liability insurance
 - Space assignment/renewal approval letter signed by the Deputy to the Garrison Commander
 - SOFA Affidavit (new requirement IAW AER 210-22, 4 Apr 2022)



18 October 2022



Critical Elements Often Overlooked – Part 4

Fundraiser Requests

- Lack of Use of Real Property requests
- Proper identification of date/time/location
- Missing PO officer's contact information
- Not identifying food handler certified personnel

(Online Course: <https://mhs-europe.tricare.mil/Clinics/Vicenza-Army-Health-Clinic/Preventive-Medicine/Food-Handlers-Course>)

Things that will get you in trouble:

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



18 October 2022



Updates – Part 1

- PO Approval Authority has been delegated to the Deputy to the GC.
- Updated USAG Stuttgart Policy Letter #14, dated 31 May 2022, IAW the updated AER 210-22:
 - New PO Coordinator.
 - Due to the updated AER 210-22, Scouting Organizations have to submit all documents listed in “Special Guidelines for Scouting Organizations” of the PO Handbook annually, not every 2 years.
 - IAW IMCOM-E Policy Letter #9 and the updated AER 210-22, approved POs in the Tier III category may only receive space or facility support on a reimbursable basis, unless an exception to current DOD policy is approved at the appropriate level.





Updates – Part 2

- May 2022 PO Handbook:
 - New PO Coordinator
 - PO Approval Authority has been delegated to the Deputy to the Garrison Commander
 - Space Reimbursement - approved POs are separated into four tiers (see page 8 of the PO Handbook).
 - Youth Protection Training certificates required for all adult leadership and members/volunteers who supervise youth for all Youth-Oriented Private Organizations and Parent-Teacher Associations (if minors participate in their fundraisers).



18 October 2022



Updates – Part 3

- May 2022 PO Handbook (continued):
 - New PO Approval guidelines for Scouting Organizations
 - Updated Audit instructions
 - Updated Annual Reporting Requirements – SOFA Affidavit was added
 - Guidelines concerning raffles and fundraising games (see pages 26-27 of the PO Handbook)
 - Sample templates and forms have been updated





Question and Answer Period

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



18 October 2022



Any Questions?

