



U.S. ARMY®



# Private Organization

## Informational Training Briefing

Version 1  
As of 23 November 2021



# 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)





# Family and MWR Contact Information

## **Program Manager: Sabine Stankevica**

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## **Family and MWR Director: Joseph L. Johnson**

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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

- 63 active POs are approved to operate in Stuttgart.
- In FY21, 60 fundraiser requests have been processed and approved. The normal number prior to COVID-19 is close to 200 annually.
- In FY21, 28 PO renewal packets and 1 initial packet were reviewed and approved.
- In FY21, 20 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 a Late Submission Waiver for GC
  - Bank account will be closed upon expiration
  - President or VP, and Treasurer 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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# Private Organization Processes and Procedures

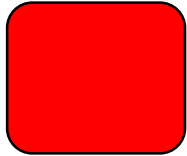
- Items needed in your PO files, page 9
- Approval process for special events, page 25
  - Must include all information from regular fundraiser request plus:
    - ✓ Risk Management Assessment Worksheet
    - ✓ Detailed Med Evac Plan
    - ✓ Waiver of Liability Form
    - ✓ Vehicles or logistical support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



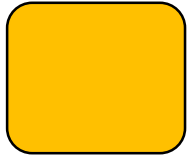
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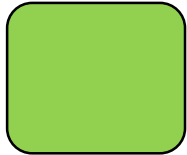
# Fundraiser Request Process



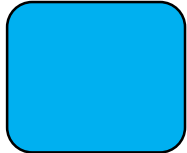
- Complete FR Packet at least 30 days prior to event or event advertising



- 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 will review Fundraiser Request documents



- FMWR Director will 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.
- Audit cover letter has to be signed by 3 non-board members and reviewed/signed by the PO President.



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# Critical Elements Often Overlooked – Part 2

## Annual Reporting Requirements

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



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# Critical Elements Often Overlooked – Part 3

## Fundraiser Requests

- Lack of Use of Facility requests
- Proper identification of date/time/location
- Missing PO officer's contact information and signature
- 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 handler certification
- Sale or distribution of alcohol
- Purchasing tax free goods
- Late submissions
- Mixing PO work and government duties
- Soliciting for donations





# Updates

- USAG Stuttgart Policy Letter #14, dated 28 July 2021
- 2021 PO Handbook:
  - Audit cover letter has been updated
  - Youth Protection Training certificates required for POs working with children(<https://www.scouting.org/training/youth-protection/>)



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# Question and Answer Period

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





# Any Questions?

