



U.S. ARMY®



Private Organizations

Informational Training Briefing

Version 1
As of 31 May 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)





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





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.





Private Organization Statistics for Stuttgart

- 62 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.





Private Organization Process and Procedures

- Initial and Renewal Requests to Operate
 - See list of documents required, page(s) 19-20
 - Must be submitted 90 days in advance
 - Authorization to operate expires AUTOMATICALLY
 - Turn in paperwork on time or submit a Late Submission Waiver for Deputy to the 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 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





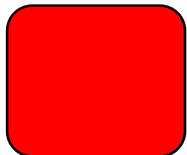
Private Organization Processes and Procedures

- 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





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.
- Youth Protection Training certificates are required for all adult leadership and members who supervise youth for all Youth-Oriented Private Organizations
(<https://www.scouting.org/training/youth-protection/>)





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/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).



31 May 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 GC
 - SOFA Affidavit (new requirement IAW AER 210-22, 4 Apr 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: <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 – 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 GC
 - 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 who supervise youth for all Youth-Oriented Private Organizations and Parent-Teacher Associations (if minors participate in their fundraisers).





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)





Question and Answer Period

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





Any Questions?

