



# Private Organizations Informational Training Brief

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Controlled by: HQ IMCOM  
Controlled by: AMIM-G3  
CUI Category: OPSEC  
Limited Dissemination Control: DL ONLY  
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- Contact Information for Key Family and MWR Staff
- Purpose
- Statistics
- Fundraiser Approval and Initial/Biennial Request to Operate Process
- Updates
- Discussion Period (Q&A)



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# Private Organizations' 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.



- USAG Stuttgart has the largest PO Program in Europe.
- 63 active POs are approved to operate in Stuttgart.
- In FY23, 83 fundraiser requests were processed and approved. The average number prior to COVID-19 was close to 200 annually.
- In FY23, 10 PO renewal packets and 2 initial packets were reviewed and approved.
- In FY23, 13 late waiver requests were submitted.



- Items needed in your PO files, page 10 in PO Handbook
- Approval process for special events, page 30 in PO Handbook
  - Coordinate with the Garrison DPTMS at [usarmy.stuttgart.id-europe.mbx.dptms-operation@army.mil](mailto:usarmy.stuttgart.id-europe.mbx.dptms-operation@army.mil)
  - 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

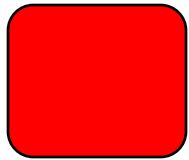


- **Initial and Renewal Requests to Operate**
  - See list of documents required, pages 19-22 in PO Handbook
  - Must be submitted 90 days in advance of expiration date
  - Authorization to operate expires **AUTOMATICALLY**
  - Submit a "Late Submission Waiver" for approval by the Deputy to the Garrison Commander, if documents are not submitted by the 90-day requirement
  - Bank account will be closed upon expiration
  - President or VP, and Treasurer must have SOFA Status
- **Fundraising Requests**
  - See list of documents required, pages 24-28 in PO Handbook
  - Must be submitted 30 days in advance of fundraising date
  - One-time late waiver is permitted (not less than 10 days)
  - Use of Real Property Request, page 48 PO Handbook
  - Approved fundraising locations, page 29 PO Handbook

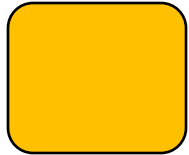


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# Fundraiser Request (FR) Process



- 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
- Operations Officer will review FR documents



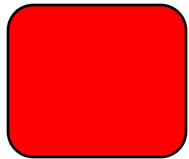
- FMWR Director will review FR documents and sign approval letter
- PO Coordinator will email approval letter to PO



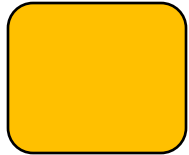


# Initial/Biennial Request to Operate Process

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- Complete packet for request to operate. Biennial renewal requests are due 90 days in advance of the expiration date



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



- Once approved by Legal, PO Coordinator will draft Approval Letter
- Operations Officer and FMWR Director will review documents and approve routing to Command Group



- Deputy to the Garrison Commander will review and sign approval letter and License to Use USAG-Stuttgart Facilities, and Space Assignment request (if applicable)



- PO Coordinator will email the signed approval letter, License to Use USAG-Stuttgart Facilities, Space Assignment Request, and Bank Letter of Authorization to PO



## PO Initial/Biennial Renewal Requests to Operate

- All memorandums must be signed by the PO President.
- Constitution and Bylaws must be updated according to the sample available in the PO Handbook and must be ratified in the year of biennial renewal.
- Updates include, mandatory statements, specifying the organization in which the PO's dissolved funds and real and material assets are donated.
- List of Officers must 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/>)
- **NEW!!** IAW AR 210-22, a statement is required to confirm that 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.



## PO Biennial Renewal – Audit

- POs using a **single-entry** accounting system - Audit cover letter must 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 must 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).



## Annual Reporting Requirements – pg. 23 PO Handbook

- Paperwork to be provided annually – **January 31 deadline:**
  - Updated list of officers
  - Renewed bonding and liability insurance
  - SOFA Affidavit
  - Space assignment/renewal approval letter signed by the Deputy to the Garrison Commander (if applicable)
  - Signed, MoU for assigned space lease (if applicable)



## 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
- Fundraising is no longer permitted inside of AAFES facilities/building structures
- \*We are working to identify opportunities for food handler training since the link no longer works

### Things that will get you in trouble:

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



- Primary Email Contact: [usarmy.stuttgart.imcom.mbx.private-org@army.mil](mailto:usarmy.stuttgart.imcom.mbx.private-org@army.mil)
- PO Handbook
  - Special Guidelines to Scouting Organizations
  - Annual Reporting Requirements
  - Biennial Renewal Instructions
  - Approved Fundraising Locations
  - Offenses for Violating Any of the Fundraising Guidelines
  - Constitution and Bylaws
- Policy Letter #12
  - Special fundraising guidelines for organizations formed and operated in conjunction with DODDS that operate under the direct supervision of a school faculty or staff member and with clubs that fall under that organization's supervision
  - Special fundraising guidelines for the USA Girl Scouts Overseas Committee
  - Offenses for violating the fundraising guidelines



- Background Checks for all PO members and volunteers that regularly supervise youth during any PO activities
- Routing PO Correspondence and Requests: All PO documents are routed for review and approval through PO Coordinators only.
- Submitting Requests for Review/Approval: Ensure you are using the most current template for your submissions.
- Submitting Requests for Review/Approval: Do not include government/DoD digital signatures on PO correspondence. This includes DoD identification numbers, etc. Only written, digital signatures are permitted.
- FOOD SALE FUNDRAISING: All food handler certified personnel should have certification readily available during fundraising activity. Please ensure to have fire extinguisher(s) and/or fire blankets, if needed.



# Any Questions?

