**U.S. Army Garrison Ansbach Private Organizations**

Policies and Procedures

REFERENCE GUIDE

**PRIVATE ORGANIZATION REFERENCE GUIDE**

**1. CHECKLIST FOR NEW PRIVATE ORGS**

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**CHECKLIST TO REQUEST APPROVAL TO OPERATE AS A PRIVATE ORGANIZATION**

\_\_\_\_\_1. A memorandum requesting approval to operate as a PO. AR 210-22, 2-a, 2b, AEAR 210-22, para. 4c.

(SEE SAMPLE LETTER AT END OF THIS QUICK GUIDE)

\_\_\_\_\_\_2. A copy of the current PO constitution and bylaws or other chartering documentation, signed by the proper board members. AR 210-22, para. 2-2b, AEAR 210-22, para. 4c.

\*\*\*\*\*\*\*If the PO is an affiliated chapter of a nationally approved PO, a copy of the national Constitution, Bylaws, Charter, or Articles of Agreement must be attached to the request for approval to operate

\_\_\_\_\_\_3. A list of the POs officers with their complete APO addresses, local telephone numbers, and private, non-DoD e-mail addresses. AEAR 210-22, para. 4c.

\_\_\_\_\_\_4. Proof of adequate and current insurance and bonding, AR 210-22, para. 5-2, AEAR 210-22, para. 4c.

\_\_\_\_\_\_5. A signed memorandum from PO President indicating the percentage of members with SOFA status. AEAR 210-22, para. 5.

\_\_\_\_\_\_6. For POs that require banking services: A memorandum requesting support to open an account with an on-post bank. The PO will attach form SS-4, Application for Employer Identification Number.

**EVENT / FUNDRAISER CHECKLIST**

\_\_\_\_\_\_1. Complete Event/Fundraising Request and submit to the PO Coordinator for signatures.

\*\*\*\*\*(30 days before event for normal fundraisers and 60 days for fundraisers that require logistical support).

\_\_\_\_\_\_2. Work with the PO Coordinator to obtain facility manager approval (example: from AAFES, FMWR, DeCA facility or a school).

\_\_\_\_\_\_3. For fundraising events involving sales of drinks and/or prepared food, personnel participating in the fundraising event must be trained in Food Handling Procedures and hold a current food handler’s certificate. The certificate must be submitted to the PO Coordinator with each request. The PO Coordinator will work to facilitate training as available and make that information known to the POs.

\_\_\_\_\_\_4. Ensure request(s) for events specifies the location and any logistical support needed.

\_\_\_\_\_\_5. POs are encouraged to submit a fundraiser After Action Report (AAR) following an event. This provides feedback to the installation for future improvements.

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**HOW TO STAY CURRENT**

**Quarterly**

Each PO is encouraged to provide the following information to the PO Coordinator:

\_\_\_\_\_1. Meeting minutes with the PO President’s signature. In the event no meeting was held, a memorandum is encouraged.

\_\_\_\_ 2. A calendar of anticipated upcoming events to assist the installation with scheduling.

**Quarterly/Monthly**

Each PO must provide the following information to the PO Coordinator:

\_\_\_\_\_\_1. Signed copies of financial statements. Financial Statements can be prepared monthly or quarterly. The PO President signs the financial statements.

**Annually**

\_\_\_\_\_\_1. A copy of the tax status (if required) and a copy of any correspondence on the applicability of Host Nation laws with biannual renewal.

\_\_\_\_\_\_2. **IF OFFICERS CHANGE**: Updated list of PO officers, as necessary, with complete CMR addresses, local phone numbers, and private, non-DoD e-mail addresses.

\_\_\_\_\_\_3. A copy of the organization’s current bonding and liability insurance.

**FILES THAT SHOULD BE MAINTAINED BY**

**PRIVATE ORGANIZATIONS**

Each PO maintains a permanent file that contains the following documents:

1. The original approval letter to operate in an USAREUR military community or a copy of the current bi-annual renewal authorization.

2. The last four audit reports, including corrective audit responses.

3. Financial statements and meeting minutes for the last two years.

4. A copy of AR 210-22, AER 210-22, and DoD Instruction 1000.15.

5. A copy of the organizations Constitution and Bylaws, signed by the PO President to include any amendments or revisions.

6. A copy of the organization’s fidelity bonding and general liability policy.

7. A copy of the organization’s approval to use real property (if applicable).

8. Standard Operating Procedures for the organization’s accounting system.

9. A copy of the bank authorization letter issued by the USAG Ansbach.

10. A current list of officers, to include their complete addresses, private phone numbers, and private, non-DoD e-mail addresses.

**APPLICATION FOR RENEWAL**

**(every two years)**

\_\_\_\_\_\_1. Submit Memorandum Requesting Renewal to operate (90 days prior to expiration date.).

\_\_\_\_\_\_2. A copy of the current PO constitution and bylaws. If no changes have occurred, the PO must state this fact in the letter of request for renewal.

\_\_\_\_\_\_3. **If changes have been made to the PO’s constitution and bylaws** submit a memo reflecting the changes.

\*\*\*\*\*If a local PO is an affiliated chapter of a nationally approved PO, a copy of the national Constitution, Bylaws, Charter, or Articles of Agreement must be attached to the request for approval to operate or to the request for bi-annual renewal if there have been changes during the last two years.

\_\_\_\_\_\_4. A current list of the PO’s officers with their complete APO addresses, private telephone numbers, and private, non-DoD e-mail addresses. Along with a list of all members and SOFA status and the percentage of members with SOFA status.

\_\_\_\_\_\_5. Proof of insurance and bonding or a statement from a parent organization indicating that its policy covers the local organization.

\_\_\_\_\_\_6. A summary of any major changes in the PO or its operation (activities, objectives, organization, constitution, membership, etc.).

\_\_\_\_\_\_7. A copy of most recent audit report or financial review by a qualified auditor.

**Governing Regulations**

* Joint Ethics Regulation DoD 5500.07-R (Joint Ethics Regulation (JER))
* AR 1-10 (Fundraising Within the Department of the Army), 16 January 2023
* AR 210-22 (Support for Non-Federal Entities Authorized to Operate on Department of the Army Installations), 12 May 2022
* AEAR 210-22 (Private Organizations and Fundraising Policy), 4 April 2022
* AEAR 550-175 (U.S. Forces Customs Controls in Germany), 14 April 2022
* AER 600-700 (Identification Cards and Individual Logistic Support), 19 December 2018
* Installation Management Command-Europe Policy (SUBJECT: IMCOM-Europe Policy Letter #9, Facility Support to Private Organizations), 3 January 2022
* 5 C.F.R. 2635.705(a), Code of Federal Regulations, 1 January 2005

**IMPORTANT POCs:**

* Private Organization Coordinator

DSN 587-1816

Civilian +49 (0)611-143-587-1816

* Administrative Services Division Chief

DSN 587-1803

Civilian +49 (0)611-143-587-1803

**SAMPLE LETTER REQUESTING APPROVAL TO**

 **OPERATE AS A PRIVATE ORGANIZATION**

Private Organization Letterhead Date

MEMORANDUM FOR Commander, U.S. Army Garrison Ansbach, Attn: Directorate, Department of Human Resources, Private Organization Coordinator, Unit 28614, APO AE 09177-8614

SUBJECT: Request for Approval to Operate as a Private Organization (PO)

1. The (***name of the PO***) requests approval to operate as a PO in U.S. Army Garrison Ansbach, as authorized by AR 210-22 and AE Reg 210-22. The included required documentation is as follows:

a. A copy of the (***name of the PO***) constitution and bylaws (encl 1). The constitution and bylaws set forth the purpose(s) and activities of the PO. They are as follows: (***List the primary purpose(s) and activities of the PO.***)

b. A list of officers of the (***name of the PO***) to include their complete APO

addresses, private telephone numbers, and private, non-DoD e-mail addresses (encl 2).

c. Proof of liability insurance and bonding, or a statement from a parent organization indicating that its policy includes coverage for both liability and fidelity bonding covering the local organization (encl 3).

2. The (***name of the PO***) is aware of the DoD and IMCOM-EUROPE policies on equal opportunity and will adhere to and enforce these policies.

3. Statements listed in IAW AR 210-22, para. 2-2a. & 2-2b.

4. Upon approval, the location and types of on-post bank accounts and account numbers will be submitted to the approval authority.

5. POC is the undersigned at (***President’s information***).

3 encl PO President's Signature

Name of the PO

**Fundraising After-Action Report (AAR)**

1. AARs are due **NLT 30 days** after the event. The report must include a summary of the event (including planning, execution, problems, how proceeds were or will be spent, and suggestions for the next event).

2. Provide the following information:

 Name of Organization:

 Type of Fundraiser:

 Date Fundraiser started:

 Name/Phone Number of Person Submitting AAR:

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3. Financial Summary:

 Ending Deposit: \*

 Less Start-Up Funds:

 Total Collected:

 Less Prepaid Expenses: \*\*

 Less Cost of Goods Sold: \*\*\*

 **Total Revenue:**

**\**Ending Deposit*** is total money collected from all sources during fundraiser***.***

**\*\**Expenses*** include rent space, advertising, etc.

***\*\*\*Cost of Goods Sold*** is the cost of all goods purchased for resale, both before and during fundraiser.

4. Proceeds from fundraisers conducted by a PO must be used for charitable purposes or to defray legitimate operational expenses. Proceeds from fundraisers conducted by an IF must be spent in a manner consistent with that organization’s purpose.

5. Please write a summary below:

**SAMPLE LETTER REQUESTING RENEWAL OF APPROVAL TO OPERATE AS A PRIVATE ORGANIZATION**

Private Organization Letterhead Date

MEMORANDUM FOR Commander, U.S. Army Garrison Ansbach, Attn: Directorate, Department of Human Resources, Private Organization Coordinator, Unit 28614, APO AE 09177-8614

SUBJECT: Request for Renewal of Approval to Operate as a Private Organization (PO)

1. The (***name of the PO***) requests renewal of its approval to operate as a PO in U.S. Army Garrison Ansbach, as authorized by AR 210-22 and AE Reg 210-22. The included documentation is as follows:

a. A copy of the current (***name of the PO***) constitution and by-laws (encl 1).

**List if changes have been made to constitution and bylaws**.

b. A list of officers of the (***name of the PO***) to include their complete APO

addresses, private telephone numbers, and private, non-DoD e-mail addresses (encl 2).

c. Proof of insurance and bonding, or a statement from a parent organization indicating that its policy includes coverage for both liability and fidelity bonding covering the local organization (encl 3).

d. A summary of any major changes in the PO or its operation (activities, objectives, organization, constitution, etc.)

 e. A copy of their most recent audit report or financial review by a qualified auditor (encl 4).

f. Signed statement from president of PO stating the percentage of its members with

SOFA status (encl 6).

 g. Signed statement from president of the PO stating statements listed in IAW AR 210-22, para. 2-2a. & 2-2b.

2. The (***name of the PO***) is aware of the DoD and IMCOM-EUROPE policies on equal opportunity and will adhere to and enforce these policies.

3. POC is the undersigned at (***President’s information***).

6 encl PO President's Signature

Name of the PO