



**DEPARTMENT OF THE ARMY**  
**UNITED STATES ARMY GARRISON STUTTGART**  
**UNIT 30401**  
**APO AE 09107-0401**

AMIM-SGG-ZA

21 July 2023

**MEMORANDUM FOR All Private Organizations within the USAG Stuttgart Area of Responsibility.**

**SUBJECT: USAG Stuttgart Command Policy Letter #12, Private Organizations**

**1. REFERENCES:**

- a. DoD 5500.07-R, Joint Ethics Regulation, incl. changes 1-7.
- b. AR 405-80 (Management of Title and Granting Use of Real Property).
- c. AR 210-22, Private Organizations on Department of the Army Installations.
- d. AR 600-29, Fund-Raising within the Department of the Army.
- e. AER 210-22, Private Organization and Fundraising Policy.
- f. AR 215-1, Military Morale, Welfare, and Recreation Programs and Nonappropriated Fund Instrumentalities.
- g. U.S. Army Garrison Stuttgart Private Organizations, Policies and Procedural Handbook, 2022 Edition.

**2. This memorandum revokes all prior Private Organizations (PO) policy memorandums.**

**3. APPLICABILITY:** All approved Private Organizations that operate within USAG Stuttgart. This memorandum does not apply to Family Readiness Groups and Unit Informal Funds.

**4. APPROVAL AUTHORITY:** The Approval Authority for Private Organizations operating within USAG Stuttgart is the USAG Stuttgart Garrison Commander. The approval authority for fundraiser requests has been delegated to the Family and MWR Director, Joseph Johnson.

**5. PRIVATE ORGANIZATION COORDINATOR:** The PO Coordinator is Ms. Sabine Stankevica.

a. Occasional has been defined as two fundraisers each quarter, or a total of eight in one fiscal year.

b. As an exception to the policy mentioned in 11a, organizations formed and operated in conjunction with DODDS that operate under the administrative supervision of a school faculty or staff member may conduct fundraising events on school grounds or during school activities with the approval of the school principal. The exception to policy includes an exception to the "occasional" fundraising limitations articulated in AR 600-29 and AR 210-22 for the above mentioned fundraising events on school grounds. The school principal must ensure that the funds raised are adequately controlled and used for the purposes stated in the fundraising event. The exception to policy found in AER 210-22 does not apply to fundraising events located in places other than school grounds or at school activities during the school year.

c. POs may fundraise at fundraising locations approved by the Garrison Commander, which are specified in the PO Handbook.

d. Fundraiser requests must be submitted at least 30 days prior to the intended date of the fundraiser. If the PO is unable to meet the 30 day timeline they can submit a late waiver request indicating why the request could not be turned in on time (See Appendix, Form 2 in the PO Handbook). Only one late waiver request will be accepted per PO, per fiscal year. At no time will a request be granted if the event date is less than 10 days away.

12. AUDITS AND RECORDS: As required in AR 210-22, para 3-3, a PO must be audited at their own expense every two years and upon change of treasurer. The Auditor must perform duties cited in the PO Policy handbook on page 15. Any PO operating with approval authority in USAG Stuttgart, with total combined annual deposits over \$100,000, must be audited by a Certified Auditor and provide a copy of the Auditor's license. If the PO has difficulty finding a Certified Auditor or if the PO prefers not to incur that expense, they may complete and submit the following to the PO Coordinator as an alternative option:

a. An Audit Cover Letter (see Appendix, Sample VII in the PO Handbook) signed by the PO President and three non-board members.

b. A Profit and Loss Statement (see Appendix, Sample IX in the PO Handbook) for each account based on bank statements during the audit period. The Profit and Loss Statement must be signed by the PO President and three non-board members.

c. A list of all deposits and expenses (check register) for each transaction. The list must be signed by the PO President and three non-board members. The list will contain the name of the recipient organization, purpose of payment, date payment was made, and dollar amount.