



# Private Organizations and Fundraising

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## Private Organizations And Fundraising Information

April 2016

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**Our Mission** is to synchronize, integrate, and deliver vital Installation support, quality customer service, and necessary programs to enable ready and resilient Soldiers, Civilians, and Families who live and work within our community, while ensuring good stewardship of the resources entrusted to us by the American People.

*We are the Army's Home*

UNCLASSIFIED



# Private Organizations and Fundraising



## Definition

- Private Organizations (POs) play an important role in improving the **morale, well being, and standard of living** in this garrison.
- POs offer opportunities for social interaction, educational pursuits, and professional development including important financial and volunteer support to many community programs & activities.
- PO are self-sustaining, non-Federal entities that operate on USAREUR installations with the written consent of the Garrison Commander.
- PO members act exclusively outside the scope of any official position they occupy in the U.S. Government or its instrumentalities.



# Private Organizations and Fundraising



## General Principles

- POs are not entitled to the immunities and privileges given to government entities.
- POs are not endorsed by the Army.
- No relationship between PO & official duties of Mil/Civ personnel – U.S. Code & Joint Ethics Regulation.
- PO will chose functions & expenditures – cannot be dictated to them.
- Must be financially and operationally self-sustaining.
- APF/NAF have no claim to assets of or assume any responsibilities for a PO.
- Neither soldiers nor civilian personnel can be assigned to work for a PO as an official duty.



# Private Organizations and Fundraising



## Restrictions

Will **not** conduct activities that:

- May discredit Army, DOD, or Fed Gov.
- Propagate extremists or advocate violence against others or the violent overthrow of the government.
- Impose financial liability to Army or NAFI.
- Deprive individuals of their civil rights.
- Compete with Army/NAFI activities.
- Are for commercial or monetary purposes only.
- Include usage of USAG Bavaria and other DOD seals, logos, and insignias – to prevent appearance of sanction or support by DOD.



# Private Organizations and Fundraising



## Required Documents for Approval to Operate

- Constitution/Bylaws, or other authorizing document (biannually).
  - If affiliated with a national, regional or state organization, the PO will include documentation of the parent organization.
- Membership roster with SOFA status with statement of percentage of members with SOFA status (annually).
  - PO President or Vice President and Treasurer must have SOFA status.
- List of PO Officers and their contact information including email address.
- Insurance and bonding policy.
- Facility Usage requirements



# Private Organizations and Fundraising



## Opportunities and Requirements

- Once Approval is Granted you are authorized to:
  - Obtain a **Bank Account**
  - **Fundraise** on Post
  - **Hold activities** on Post
  - Hold **membership drives** on Post
  - **Advertise** fundraisers, activities and membership drives
- Once Approval is Granted you are required to:
  - Conduct **financial audit** yearly or upon change of treasurer
  - Submit **Renewal application 90 days prior** to expiration
  - Submit **Meeting Minutes** quarterly
  - Submit **Financial Statements** quarterly



# Private Organizations and Fundraising



## Renewal Requirements

### **Ninety days prior to expiration:**

- Copy of constitution and bylaws (if they have changed).
- Current list of officers with position title, contact information, and personal e-mail address.
- Audit reports covering the previous two years.
- Proof of insurance for bonding and liability.
- Summary of major changes and planned activities
- Facility Usage Request



# Private Organizations and Fundraising



## Submission Requirements

- Monthly Financial Reports with beginning and ending balances, summarized expenses and income by categories, signatures of treasurer and verifier (president or vice president).
- Officers' list (address, phone number and private Email - no government Email).
- Membership list with SOFA status as proof that at least 51% have SOFA status.
- Updated certificates of adequate insurance for liability and bonding
- Audit report:
  - Annual requirement but at each change of treasurer
  - As a minimum includes period of audit, beginning and ending balances, income and expenses by categories, signatures of all the auditors
  - Can be done by three members of organization who are not on board of officers





# Private Organizations and Fundraising



## Compliance with HN Requirements

- POs are required to comply with HN tax laws.
- POs will license, certify, or register PO activities if they are required to do so by HN authorities.
- POs must obtain private counsel to determine compliance with HN requirements.



# Private Organizations and Fundraising



## Limitations of Army Personnel

- Army employees in an official capacity
  - Will remain neutral in dealing with PO.
  - Will not use their titles, offices, or position, to endorse PO activities.
  - Will not participate in fundraising beyond JER 3-210 & 3-300.
  - Will not give the appearance of official sanction.
  - Will not use position to evade restrictions on expenditure of APF or NAF.
- Without reference to specific PO, personnel may be encouraged in general terms to join or support without favor or advocacy.



# Private Organizations and Fundraising



## Funding

- Approved POs are self sustaining through:
  - Dues
  - Service Charges
  - Contributions
  - Fees
  - Special Assessment of Members
- Neither NAF nor APF may incur or assume any obligation of any PO, except as may arise out of contractual relationships.



# Private Organizations and Fundraising



## Use of Army Resources

- No financial assistance in the form of:
  - Contributions
  - Repairs
  - Services
  - Donations of Money
  - Donations of Assets
  - Dividends
- Government funds and assets will not be transferred to PO directly or indirectly – unless legislatively authorized DODI 1015.9, Scouting Operations Overseas.



# Private Organizations and Fundraising



## Use of Army Resources

POs will not use Army Services to include:

- Legal
- Transportation
- Printing
- Clerical
- Copying
- Procurement
- Audit
- Postal
- Information
- Financial
- Management
- AKO E-mail Address



# Private Organizations and Fundraising



## Logistical Support

- Garrison Commander may grant use of space & facilities, without charge, for PO meetings on occasional part time or full time basis.
  - Use of space or facilities grants no additional rights to the PO.
- Logistical support of PO only IAW AR 210-22 and DoDD 5500.7.R.
- OSJA will review all requests for logistical support before granted.



# Private Organizations and Fundraising



## Postal Support

- Intra-theater Mail Delivery Service authorization includes no cost delivery of correspondence of 11 oz or less and parcels weighing 70 lbs or less when the item is sent from one APO address to another, within U.S. European Command.
- PO will print, type, or stamp "PO" on the upper right corner of correspondence and parcels.
- POs may not use United States Post Office, APO.



# Private Organizations and Fundraising



## Fundraising

- Garrison Commander may authorize occasional fundraising.
- Requests must be submitted 30 days prior to event date.
  - Fundraisers at AAFES, FMWR, DeCA, schools, motorpools, etc. must have a facility use approval letter.
  - Re-event ticket sales/advertising require submission 30 days prior to ticket sale/advertising start.
- Authorized fundraising organizations:
  - Private Organizations
  - Informal Funds
  - Non-MWR NAFI, Youth & School, Unit Funds, Boys and Girls Club, Scouts
- MWR sponsored events such as bazaars and Volksfests are not considered Fundraisers. Approval letter must be posted at the fundraising site during the event.
- After action report due not later than **14 days** after the event.
- Profits must be used for charitable purposes and legitimate expenses
- Approval letter must be posted at the fundraising site during the event.





# Private Organizations and Fundraising



## Fundraising Restrictions

POs cannot fundraise or engage in the listed activities:

- In the federal workplace.
- Direct resale from AAFES or DECA, or through MPS.
- Use of VAT relief forms for items bought at the economy.
- Bag at AAFES facilities
- Sell or give away alcohol or engage in events that glamorize alcohol.
- Engage in fundraising while on duty or in uniform.
- Using Government equipment to support or advertise the event.

ALL DOD Personnel: may not endorse fundraising, solicit or require subordinates to participate

Note: Limited to personnel with SOFA status



# Private Organizations and Fundraising



## Guidelines

- DoDI 1000.15, Procedures and Support for Non-Federal Entities Authorized to Operate on DOD Installations, 24 October 2008.
- DoD 5500.7-R, Joint Ethics Regulation, 30 August 1993.
- AR 600-29, Fundraising within the Department of the Army, 7 June 2010.
- AR 210-22, Private Organizations on Department of the Army Installations, 22 October 2001.
- AR 215-1, Military Morale, Welfare, and Recreation Activities and Nonappropriated Fund Instrumentalities, 24 September 2010.
- AE Regulation 210-22, Private Organization and Fundraising Policy, 13 August 2010.

**Local Guidelines, samples and this briefing can be found at:  
[www.hohenfels.armymwr.com](http://www.hohenfels.armymwr.com).**



# Private Organizations and Fundraising



## Your Point of Contact:

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Directorate, Family and Morale, Welfare and Recreation

Financial Management Division

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