

Private Organizations (PO), Fundraising and Events Reference Guide

Summary. This Reference Guide provides a compilation of the major rules, policies and procedures relating to the Private Organization and Fundraising Program in USAG Bavaria. It is meant to assist customers and the garrison staff in understanding and implementing the Private Organization and Fundraising Program. Due to the complexity, the information in this Reference Guide is not all-inclusive. Commanders, supervisors, and staff associated with the Private Organization and Fundraising Program are encouraged to contact the Office of the Staff Judge Advocate when issues arise to ensure they are acting properly, and to contact the Directorate of Family and Morale, Welfare and Recreation with other questions about the program.

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CHAPTER 1 - INTRODUCTION

1-1. INTRODUCTION.

Private organizations play an important role in creating a positive community environment and improving the quality of life on Army installations. Private organizations offer a wide variety of valuable activities and services which provide avenues of support, esprit de corps, relaxation, and social interaction which would not otherwise be available. All individuals living and/or working on our installations are encouraged to participate in recognized private organizations. However, it is important that individuals who elect to participate in these private organizations do so of their own free will without coercion or pressure from commanders and supervisors.

1-2. REFERENCES.

- a. DODI 1000.15, Procedures and Support for Non-Federal Entities Authorized to Operate on DoD Installations.
- b. AR 210-22, Support for Non-Federal Entities Authorized to Operate on Department of the Army Installations
- c. AE Regulation 210-22, Private Organizations and Fundraising Policy, is the regulation governing the operation of private organizations on Army installations in Europe.
- d. Appendix A, References, contains a list of applicable regulations and publications which provide guidance on the operation of private organizations on Army installations.
- e. IMCOM-E Policy 9 Facility Support to Private Organizations

1-3. RESTRICTION ON GUIDANCE.

This Reference Guide applies to private organizations established in accordance with AR 210-22 and AE Regulation 210-22 that operate in USAG Bavaria. There are special organizations that operate under different guidance. To access information on those types of organizations please see the references listed below:

- a. Army Gift Funds (see AR 1-100).
- b. Chapel organizations operating as extensions of the Army Chapel Program (see AR 165-1).
- c. Banking offices.
- d. American Red Cross (see AR 210-22).

- e. Army Emergency Relief (see AR 930-4).

1-4. RESPONSIBILITIES.

a. Garrison Commander.

(1) Grants permission to private organizations to operate on post, and ensures that they comply with all applicable regulations.

(2) Ensures that military and civilian personnel working on the installation comply with restrictions concerning official and unofficial relationships with private organizations.

(3) Establishes procedures for and approves private organization fundraising and use of installation assets.

b. Garrison Private Organization Program Administrator. Assigned to the Directorate of Family and Morale, Welfare and Recreation, administers the Private Organization Program at the installation as delegated by the Garrison Commander.

c. Garrison Staff Judge Advocate (SJA). Provides legal advice to the Garrison Commander and his/her staff. The SJA may not provide legal guidance to private organizations directly; however, the SJA may provide legal interpretation to questions concerning the installation's relationship to private organizations posed by the Garrison Commander and his/her staff.

d. Ethics Counselor. Provides guidance to the Garrison Commander and his/her staff, as well as military and civilian employees concerning the application of and compliance with DOD 55007-R, Joint Ethics Regulation (JER).

e. Directorate of Public Works (DPW). Processes appropriate real estate documents to grant private organizations use of land, buildings, and other real property as appropriate.

1-5. GENERAL PRINCIPLES.

a. Private organizations are a non-federal entity (NFE), separate from the installation and are therefore not entitled to the immunities and privileges given to government entities, nor are they endorsed by the Army. They may receive only limited government support. Private organizations are operated on a financially and operationally self-sustaining basis.

b. Government personnel who become members of private organizations do so in a capacity that is

separate from their official government work. They may not use their official position to influence the work of a private organization. Neither soldiers nor civilian employees will be assigned to work for private organizations as an official duty.

CHAPTER 2 - APPROVAL PROCEDURES.

2-1. APPROVAL PROCESS.

a. Before operating within the garrison, private organizations must submit the following documentation to the Program Administrator:

- (1) Constitution and bylaws
- (2) List of Officers with contact information
- (3) Proof of insurance and bonding
- (4) Memorandum requesting establishment

b. The Program Administrator will coordinate legal review and Command approval.

c. Upon completion, the private organization will receive the authorization letter.

d. Appendix B of this guide includes a checklist with required information.

e. Private organizations may request facility utilization. Review PO Facility Support Policy at appendix c

f. Approval to operate as a private organization on the installation is usually granted for 2 years unless cancelled by either party.

2-2. REVALIDATION.

a. The revalidation process is similar to the initial approval process.

b. Private organizations should submit revalidation requests through garrison PO Program Administrator to the Garrison Commander no less than 90 days before the expiration date of their approval to operate on the installation. This will allow adequate time for the required review process.

c. Requests will include documentation of any changes in private organization's activities, objectives, organization, constitution, membership, and so forth.

2-3. REPORTING REQUIREMENTS.

a. In order to maintain the authority to operate in this garrison, approved private organizations will submit the following in below stated frequencies.

Further details are in para 3.

(1) Monthly:

(a) Minutes or summaries of private organization meetings

(b) Financial reports

(2) Annually or upon change:

(a) Names, addresses, e-mail, and phone numbers of officers

(b) Audit Reports

(c) Any correspondence about applicability of Federal, State or local laws

(d) License of lease agreement for continued usage of facility if applicable.

(e) Changes in the private organization's activities, objectives, organization, constitution and bylaws, membership, and management functions

b. The Garrison Private Organization Program Administrator will maintain a file for each private organization.

2-4. TERMINATION OF OPERATIONS.

a. The Garrison Commander may withdraw approval for a private organization to operate on the Army installation at any time by notifying the organization in writing. The Garrison Commander has absolute discretion to determine whether a private organization's continued operation is compatible with the Army's interest.

b. Private Organizations with similar goals may be terminated by the Garrison Commander if there appears to be a competitiveness; fracturing of the community; and/or other actions which threaten good order and discipline.

c. A private organization may notify the Garrison Commander and the PO Program Administrator in writing if it no longer desires to operate on the installation. Minimum close out requirements include an audit report, distribution of assets, bank account closure as well as minutes of the applicable board meetings.

CHAPTER 3 - POLICIES

3-1. FUNDING FOR PRIVATE ORGANIZATIONS.

a. All private organizations are self-sustaining. The Government assumes no obligation for any private organization, unless a contractual relationship exists.

b. Private organizations will not receive financial assistance from the installation.

3-2. USE OF GOVERNMENT RESOURCES.

a. The installation may not provide services to private organizations:

(1) Legal, audit, printing, information management activities, clerical, financial, copying, management, procurement services.

(2) Transportation unless requirements outlined in AR 58-1, paragraphs 2-3m and 6-2f are met.

b. Installation may provide the following services on a space available basis:

(1) Intratheater delivery service (IDS) in accordance with DOD 4525-6-M

(2) Military postal service facilities

(3) Logistical support according to the Joint Ethics Regulation, chapter 3-211.

c. Installation may provide Army Real Estate (including utilities and in-place equipment) under license or lease agreements, per AR 210-22, AR 405-80, JER, and PO Facility Support Policy:

(1) License. Use may be granted by means of a revocable-at-will license when private organization use is occasional, non-regular, regular part-time, or full-time. Use may not restrict the normal use of the facility by other users.

(2) Lease. Use may be granted by lease when the private organization is guaranteed sole use of a facility on a full-time basis, or for a specific period.

(3) Private organizations will submit packets with request for approval or renewal to the Private Organizations Program Administrator

3-3. FUNDRAISING and EVENTS.

a. Fundraising by a private organization is governed by AR 600-29, AR 210-22, and AE Reg 210-22.

b. Private organizations will submit requests to conduct events and fundraisers to the DFMWR, Private Organizations Program Administrator, at least 30 days prior to the event.

c. The request must be detailed and include who, when, where, how (details: what and where items are purchased, what is happening with the purchases, if there is any money exchanged during the event, POC, date and type, and location of event or fundraiser,

how funds will be used, name, e-mail address and phone number of the POC. If the description is insufficient, the program administrator will return the request for further information.

d. Events and fundraisers will not be conducted in the workplace. Members of the private organization who are on official government duty time will not participate in fundraising activities. DoD personnel may not endorse a private organization fundraiser, personally solicit subordinates or prohibited sources, or require subordinates to participate in fundraising activities.

e. Fundraisers and events are limited to individuals with NATO SOFA status. Funds may not be solicited or accepted from host nation citizens or other individuals without NATO SOFA status or individual logistical support under AE Regulation 600-700..

f. Private Organizations who want to participate at FMWR events such as bazaars and volksfests need to enter into either an agreement or establish a contractual relationship.

g. No alcohol may be sold or distributed during the fundraising event.

h. After action reports need to be submitted not later than 14 days after the event.

i. Government space required to conduct fundraising and events must be coordinated with the facility manager and attached to the fundraising request. Facility request form is at appendix J

j. **Informal Funds** intending to conduct a fundraising event must comply with this policy.

3-4. SOLICITATION OF DONATIONS TO PRIVATE ORGANIZATIONS.

a. Private organizations will not receive Nonappropriated Funds (NAF) or Appropriated Funds (APF) financial assistance in the form of contributions, repairs, services, dividends, or other donations of money, or other assets except through a contractual relationship.

b. Government employees (military and civilian) face significant limitations when seeking donations on behalf of a private organization. Government employees, in their personal capacity, may join and participate in private organizations. When efforts do not imply Army endorsement and when no official time or resources are used, purely personal, unofficial efforts to support fundraising outside the workplace and off of Army installations is not prohibited.

3.5. USE OF THE GARRISON NAME.

Private organizations may not include the “USAG Bavaria” name or abbreviation in their name. Use of the name “Grafenwoehr” may be approved as it describes a geographical area rather than the actual USAG Bavaria installation. Private organizations shall use a prominent disclaimer on all printed and electronic media confirming the private organization is not a part of USAG Bavaria. An example of a prominent disclaimer in a private organization’s letterhead is

Grafenwoehr Ski Club

Grafenwoehr Ski Club This is a non-federal entity. It is not a part of the Department of Defense or any of its components and it has no governmental status.

3-6. PROHIBITION ON THE USE OF THE DEPARTMENT OF DEFENSE OFFICIAL SEALS AND INSIGNIA.

To prevent the appearance of an official sanction or support by the military installation, military unit, or DOD, a private organization is prohibited from using the seal, logo, insignia, or the like used by any DOD component, organizational unit, or installation to identify any of its programs, units, locations, or activities. This includes use on signs, letterhead, correspondence, advertising, or in its title.

3-7. COMPLIANCE WITH HOST NATION REQUIREMENTS.

a. Private organizations are required to comply with host-nation laws, i.e. fire and safety regulations, environmental laws, tax codes, and other applicable statutes and regulations. Tax-free purchasing is governed by AE Regulation 215-6. This means that VAT-exempt purchases are considered a Customs violation which includes all AAFES and Commissary purchases and applies to all private organizations’ activities.

b. Private organizations will obtain any required licensing, certification, or registration if required by host nation authorities.

c. Private organizations are responsible for obtaining private counsel to determine whether they are complying with the appropriate host nation (HN) requirements. Army legal offices and other Army organizations will not provide advice to POs on their obligations under host nation law.

3-8. INSURANCE.

a. Private organizations will obtain insurance as protection against public liability, claims, property damage claims, or other legal actions arising from the private organization activities.

b. Organizations whose members or employees handle a monthly cash flow exceeding \$500 will obtain fidelity bonding equal to the normal maximum amount of cash handled.

3-9. ALCOHOLIC BEVERAGES.

Private organizations will not sell or distribute alcoholic beverages at any time. A private organization may contract with a Family and MWR activity to serve alcoholic beverages.

3-10. AUDITS.

a. Private organizations will arrange for an audit at least once every year, at their own expense. On change of a private organization treasurer, an audit will be conducted regardless of the time elapsed since the last audit. A sample of an audit report is at Appendix G.

b. The audit may be conducted by:

- (1) Qualified auditor (GS-9 grade or above)
- (2) Public or certified accountant.

(3) Three members of the private organization that hold no office.

3-11. CONSTITUTION AND BYLAWS.

a. For a private organization to be approved to operate, they must submit a constitution, bylaws, or other authorization documents. A sample constitution is at Appendix D.

b. If affiliated with or governed by a national, regional, or state organization the private organization must submit the parent organization’s constitution and bylaws.

3-12. MEETING MINUTES.

a. Private organizations will provide minutes or summaries of all meetings monthly to the Private Organization Program Administrator.

b. A sample format for private organization’s meeting minutes is at Appendix E.

3-13. FINANCIAL REPORTS.

a. Private organizations will provide a report of their financial status monthly to the Private Organization Program Administrator.

b. A sample format for a private organization's financial statement is at Appendix F.

3-14. MEMBERSHIP PRACTICES.

a. Private organizations will not unlawfully deny membership, unlawfully exclude from participation, or otherwise subject to unlawful discrimination, any person because of race, color, creed, sex, disability, or national origin.

b. Exceptions to the above paragraph:

(1) Religious, cultural, or ethnic private organizations when membership is not restricted or discriminatory and similar religious, cultural, or ethnic private organizations are approved without preference.

(2) Certain private organizations that restrict membership to one sex, such as women's and men's sports clubs, women's and men's civic associations, and boy scouts and girl scouts.

(3) Organizations in paragraph (1) and (2) above must meet all the requirements of AR 210-22, para 3-7 and AER 210-22, para 4 to be eligible for approval to operate in the Garrison.

c. Membership standards contained in the bylaws must, at a minimum, provide the procedures for accepting members.

3-15. PROHIBITED ACTIVITIES.

a. Any private organization conduct that may discredit the Army, DOD, or the Federal government or impose a financial obligation on the Army or NAFI activities.

b. A private organization will neither propagate extremist activities nor advocate violence against others or the violent overthrow of the Government.

c. A private organization will not seek to deprive individuals of their civil rights.

d. A private organization is not created, operated, or administered for a commercial or monetary purpose, except for authorized investment clubs.

e. Private organizations may not duplicate or compete with authorized Family and MWR or AAFES activities.

f. Private Organizations may not declare a community event. Community events are declared

by the Garrison Commander and managed by Family and MWR.

3-16. PERCEPTION OF PREFERENTIAL TREATMENT.

All levels of the chain of command must make overt efforts to dispel the perception of endorsement or preferential treatment of specific private organizations. While many organizations provide benefits to the military community and improve the quality of life for our Soldiers, the Joint Ethics Regulation 3-209 prohibits the chain of command from endorsing any private organization, regardless of the good it does for the community.

3-17. LEGAL ADVICE.

a. Commanders, supervisors, and staff are encouraged to contact their legal advisors or ethics counselors in the Office of the Staff Judge Advocate when issues concerning private organizations arise.

b. Private organizations are not authorized legal support from the SJA. However, the SJA may answer questions from the command, and its directorates, which relate to the relationship of the private organization with the installation.

CHAPTER 4 - SPECIAL TYPES

4-1. RECREATIONAL AND EDUCATIONAL PRIVATE ORGANIZATIONS.

a. Private organizations operating as bona fide extensions of APF or NAF recreational activities need not complete the private organization registration process requirements of AR 210-22, paragraph 2-2, although they are subject to all other provisions of this regulation. These organizations include:

(1) Bowling leagues, little league organizations, and other recreational private organizations that operate in coordination with the Family and MWR staff (see AR 215-1).

(2) Organizations formed and operated in conjunction with schools on an installation that operate under the administrative supervision of the school facility/staff member (examples include, but are not limited to, school drama clubs, language clubs, sports team booster clubs, National Honor Societies, and Key Clubs).

b. Recreational and educational private organizations must comply with paragraph 3-3 (Fundraising) of this guide.

4-2. INFORMAL FUNDS.

a. Commanders may authorize Informal Funds such as office coffee funds, cup and flower funds picnic funds. These funds may operate within the GARRISON without formal authorization. Governed by AR 600-20, Army Command Policy, and the JER, therefore only one individual within the organization is to be responsible for fund custody, accounting, and documentation. Annually, this individual's supervisor is advised of the fund's financial status.

b. Normally, funds to run an Informal Fund come from donations from its participants, however, at the Garrison Commander's discretion, Informal Funds may be allowed to conduct fundraising events on the installation.

c. Military units may fundraise only internally in support of unit informal funds that are properly constituted under AR 600-20 or other authority appropriate to the military service. Units may not solicit or accept gifts or donations in support of an Informal Fund from individuals who are not members of the unit. The unit commander is required by AR 600-20, para 4-21 to monitor and approve the operations of a unit informal fund.

d. The bank account may not exceed \$10,000.

e. Bank account custodial changes require a written request signed by the commander/president with copies of financial reports and/or bank statements covering the past three months.

4.3. SOLDIER FAMILY READINESS GROUPS.

a. The Soldier and Family Readiness Groups (SFRGs) are a unit commander's program and therefore not included in this handbook.

CHAPTER 5 – Fundraising and Event Activities.

5.1 General.

The USAG Commander may authorize occasional fundraising in accordance with AR 600-29. Fundraising is primarily intended to generate funds for charitable projects benefiting the military community or a group consisting of Soldiers, civilian employees, and Family members. Fundraising is normally a one-time event.

5.2. Fundraising and Event Policy.

a. All fundraising and event activities require prior approval. Fundraising events are defined as all events that reach the military community and are not limited to

activities generating funds

(1) SFRG Activities

Fundraising activities for SFRG will be approved at the battalion level (or equivalent).

(2) Private Organizations and informal funds.

The Directorate, Family and MWR Private Organizations' Program Administrator must receive your request **4 weeks** prior to the intended event date.

b. Fundraising activities may not be conducted in the federal workplace, housing areas, or in uniform.

c. Fundraising activities will be self-sufficient and self-supporting, and will not directly benefit from use of Army services, such as legal (except for a requested legal review of the proposed fundraising event), audit, transportation, printing, postal, automation, e-mail (to include AKO), clerical, copying, reproduction, management, or procurement, nor will fundraising efforts receive financial assistance from the NAFI or the Army.

d. Internal Fundraising.

(1) Activities limited to the membership of the private organization are considered internal fundraising.

(2) Fundraising among the membership of an IF (and its bona fide guests), such as a Unit Cup and Flower or Picnic Fund must be approved in advance by the commander of the unit under which the IF is organized (see AR 600-29). These funds may be used for IF operations or membership activities.

e. **External Fundraising.** Defined as fundraising activity outside the POs and IFs membership can only be conducted when approval has been sought and granted for that specific event. All fundraising activities directed toward non-PO or non-IF members (other than bona fide guests) require advance approval. These fundraising activities include activities directed at the military community in general, such as bazaars, ticket sales for sponsored dances or shows, food and drink sales, bake sales, yard sales, craft or gift sales, raffles, gift wrapping services, or auctions.

(1) Fundraising among the general military community must be for a clearly stated purpose consistent with the function of your organization. These activities may not compete with AAFES or Family and MWR. Requests will be submitted in detail using the fundraising and events request form (Appendix K)).

(2) Any support rendered to your activity will be on a reimbursable basis. Requests for logistical and other support will be documented in a

Memorandum of Agreement (MOA) between the Army, activity providing the support, and the organization receiving the support. Facility requirements for the event must be coordinated with the facility manager (see Appendix J).

f. POs and IFs are subject to host nation law. Items purchased for fundraising cannot be obtained tax or custom free. Host nation law prohibits use of the Army in Europe Individual Tax Relief System (VAT forms) for fundraising purpose.

g. Purchase of items from AAFES or DECA and the use of APO for fundraising purposes to unauthorized customers is prohibited.

h. IFs permitted to conduct a fundraising activity among the general military community must meet the same standards as a Private Organization.

i. Fundraising activities or events are limited to authorized ID cardholders (and, when applicable, Allied forces personnel with SOFA status or bona fide guests) on the military installation. Other requirements are set forth in the Joint Ethics Regulation (Appendix A).

j. POs and IFs may not solicit or accept donations from HN citizens or individuals not authorized SOFA status or individual logistic support under Army in Europe Regulation 600-700.

k. POs and IFs must comply with regulatory and local policies concerning health and safety inspections, to include food sanitation and appropriate training of personnel and the prohibition against sale and distribution of alcohol.

l. Members may not personally profit from fundraising income.

m. Referenced regulations list timelines for submission of financial reports.

n. After Action Report must be submitted within 14 calendar days after completion of the event.

APPENDIX INDEX

<u>Appendix A</u>	References
<u>Appendix B</u>	Checklist for Approval Request
<u>Appendix C</u>	PO Facility Support Policy
<u>Appendix D</u>	Sample of Constitution
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<u>Appendix F</u>	Sample of Financial Report
<u>Appendix G</u>	Sample of Audit Report
<u>Appendix H</u>	Case Studies
<u>Appendix I</u>	Sample of After Action Report AAR
<u>Appendix J</u>	Sample – Facility request for events
<u>Appendix K</u>	Fundraising and Event Requests

APPENDIX A

REFERENCES

Section I

Required Publications

- AR 1-100 Gifts and Donations, 7 February 2019
- AR 210-22 Private Organizations on Department of the Army Installations, 12 May 2022
- AE Reg 210-22 Support for Non-Federal Entities Authorized to Operate on Department of the Army Installations, 4 April 2022
- AR 215-1 Army Morale, Welfare, and Recreation Activities and Nonappropriated Fund Instrumentalities, 24 September 2010
- AR 405-80 Management of Title and Granting Use of Real Property, 10 October 1997
- AR 600-29 Fundraising Within the Department of the Army, 7 June 2010.
- AR 608-1 Army Community Service, 19 October 2017
- DODI 1000.15 Procedures and Support for Non-Federal Entities Authorized to Operate on DoD Installations, 24 October 2008
- DoDI 1015.9 Professional United States Scouting Organization Operations at U.S. Military Installations Overseas, 19 January 2016
- DOD 5500.7-R Joint Ethics Regulation
- IMCOM-E Policy #9 Facility Support to Private Organizations

Section II

Related Publications

A related publication is merely a source of additional information. The user does not have to read it to understand this guide.

- AR 11-2 Management Control, 4 January 2010
- AR 25-1 Army Information Technology, 15 July 2019
- AR 58-1 Management, Acquisition and Use of Administrative Motor Vehicles, 23 March 2020
- AR 210-7 Personal Commercial Solicitation on Army Installations, 11 May 2021
- AR 600-20 Army Command Policy, 24 July 2020
- AR 930-4 Army Emergency Relief, 5 May 2019
- DODI 1000.11 Financial Institutions on DoD Installations, 16 January 2009
- AD 2019-17 Army Directive 2019-17 Changes to the Soldier and Family Readiness Group Program, 1 April 2019

APPENDIX B

Information required when applying to operate as a Private Organization

- _____ Request to be allowed to operate on USAG Bavaria.
- _____ Charter, articles of agreement, constitution, bylaws, or other authorization documentation. If affiliated with a national, regional, or state organization, the NFE will include documentation of the parent organization.
- _____ NFE's nature, functions, objectives (including planned use of funds), and activities.
- _____ Membership eligibility and responsibilities for all management functions (including accountability of assets, coverage and limitation of insurance and disposition of remaining assets on breakup of the NFE).
- _____ Statement of the NFE's liability, if assets are not enough to cover all NFE liabilities. The statement of liability will include a provision that all State and jurisdictional laws are met. Also, it will address the extent of the NFE members' personal liability for debts of, or claims against the NFE.
- _____ Statement that acknowledges an approval to operate expires in 2 years and may be renewed biennially upon a NFE's request, subject to SC's approval
- _____ Statement that acknowledges the SC may revoke permission to operate at any time
- _____ Statement that confirms current and future NFE personnel and volunteers who have regular contact with children under 18 years of age on the installation have undergone appropriate background checks.
- _____ Agreement to reimburse the Army for utility expenses, unless use is incidental (would cost more to bill and collect than it costs to provide the utility).
- _____ Statement that neither the installation nor the Government will have any liability for the NFE's actions or debts.
- _____ Statement that the NFE will neither propagate extremist activities nor advocate violence against others, or the violent overthrow of the Government.
- _____ Statement that the NFE activities will not seek to deprive individuals of their civil rights.
- _____ Statement regarding on-post banking accounts
- _____ NFE officers' contact information (e-mail addresses (no government e-mail), addresses, phone numbers)
- _____ Statement that 51% of members will have SOFA status
- _____ Proof of insurance and bonding
- _____ Statement that President and Vice President will have SOFA status
- _____ Statement that Treasurer will have SOFA status if using an on-post bank account
- _____ Space and Facility Requirements (how frequently will the organization be using what pieces of land, space or facilities and for how long)

In addition to the above, NFEs are required to submit the following on a routine basis to the Director of Family and MWR Private Organization Administrator.

- _____ Minutes or summaries of latest meetings
- _____ Financial Statements
- _____ Names, addresses, e-mail addresses, and phone numbers of officers (annually or at change of officers)
- _____ A copy of latest financial audit report (every year or at change of treasurer).
- _____ A copy of any correspondence about applicability of federal, state, or local laws.
- _____ A statement of tax (or tax-exempt) status.

Revalidations must include documentation of any changes in PO activities, objectives, organization, constitution, membership, facility support requirements and so forth



DEPARTMENT OF THE ARMY
UNITED STATES ARMY INSTALLATION MANAGEMENT COMMAND
EUROPE
UNIT 23103
APO AE 09136-3103

AMIM-EUR-ZA

3 January 2022

MEMORANDUM FOR IMCOM-Europe Garrison Commanders

SUBJECT: IMCOM-Europe Policy Letter #9, Facility Support to Private Organizations

1. Private Organizations (PO) approved to operate on our garrisons provide Soldiers, Civilians, and Family members the opportunity to participate in civic, social, and sporting activities comparable to those they enjoy back home. The ability to engage in these POs directly supports Soldier and Family readiness by providing an outlet to fulfill interests, hobbies, and other pursuits that reduce the hardship of an overseas assignment. For this reason, garrisons should provide logistic support to these organizations as much as possible, consistent with DoD and Army authority.
2. Logistic support will normally include some form of facility support to allow the PO to hold meetings and approved events. For many POs, facility support requirements will be minimal, such as a room to meet for short periods one or two times a week. Some POs due to their size and purpose, may seek larger or dedicated facilities to store equipment and/or supplies. Although garrisons should generally treat all approved POs equitably, federal law and DoD policy allow garrisons to afford some POs extended facility support. Garrisons may not charge rent for real property used by POs but utility accounts may be reimbursed as an exception to the general legal prohibition on augmentation of an appropriated fund account.
3. IMCOM-Europe garrisons will serve the military community's interest in robust POs through a three-tiered approach to facility support.
 - a. Tier I consists of those POs or PO operations that federal law directs or encourages the DoD and military services to provide non-reimbursable logistical facility support. For Tier I POs, facility support will be provided on a non-reimbursable basis.
 - b. Tier II are those POs for which discretionary non-reimbursable support is authorized but not required by federal statute and such support is further authorized by the DoD Joint Ethics Regulation.
 - c. Tier III are those POs which are not authorized non-reimbursable support by statute. Facility support provided to these POs will be on a reimbursable basis unless and until an exception to current DoD policy is approved at the appropriate level.

AMIM-EUR-ZA

SUBJECT: IMCOM-Europe Policy Letter #9, Facility Support to Private Organizations

4. This tiered approach will also be used to provide other forms of logistic support to POs, such as use of government transportation assets, potable water and water buffalos, or loaned government equipment.

5. The enclosure to this policy memorandum is a list of current approved POs identified at each IMCOM-Europe Garrison. The spreadsheet includes a fourth tier which lists POs that are not provided facility support or are not covered by this policy.

6. Tier I. Only two categories of POs are eligible for mandatory non-reimbursable facility logistic support.

a. American Red Cross (ARC). When ARC performs emergency communication and health support for U.S. Forces personnel, the garrison will provide a facility for that ARC operation at no cost to the PO. To the extent the ARC performs its other support services in that same space, the garrison will not seek reimbursement.

b. Representatives of the American Legion, Disabled American Veterans, United Spanish War Veterans, and Veterans of Foreign Wars who are certified by the Secretary of Veterans Affairs to assist Veterans will be provided non-reimbursable facility support to perform those services. This required support does not include facilities for Veterans of Foreign Wars or American Legion Posts or Lodges unless those facilities are used predominately by a representative of that organization to perform the function described above. Lodges and Posts that are mostly used for meetings and recreation by members and guests are not eligible for non-reimbursable facility support under current DoD policy.

7. Tier II – Discretionary Non-Reimbursable Support.

a. The following POs are eligible for non-reimbursable facility support in accordance with U.S. law and DoD policy:

(1) Scouting organizations: Boy Scouts, Girl Scouts, and Cub Scouts.

(2) Other youth organizations: 4-H, Boys and Girls Clubs of America, YMCA, YWCA, Campfire Girls, and Campfire Boys.

(3) Civil Air Patrol.

(4) United States Olympic Committee and the Special Olympics.

(5) United Service Organizations (USO).

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SUBJECT: IMCOM-Europe Policy Letter #9, Facility Support to Private Organizations

b. Garrisons will normally provide non-reimbursable facility support to POs in this tier. Treating POs in this tier in this manner acknowledges the significant support role these organizations play in the readiness of our communities, a role also recognized by Congress.

c. Garrisons may seek reimbursement of utilities from Tier II POs only when those costs are especially burdensome to the garrison or when the POs conduct a fund-raising event that uses excessive amounts of water, electricity, etc., and the utility can be metered or calculated to reflect the true cost of the service. POs must be notified in writing about arrangements for reimbursement in these situations.

d. For Tier II POs that derive their authority to operate on installations from other than AR 210-22 (Private Organizations on Department of the Army Installations) (e.g., scouting organizations that operate on IMCOM-Europe installations under an MOA between the PO and USAREUR-AF), before seeking reimbursement the garrison will review the authorizing document to ensure that reimbursement is not prohibited by higher authority.

8. Tier III – Reimbursable Facility Support.

a. The garrison will seek utilities reimbursement from all other POs covered by this policy (e.g., Association of the United States Army, Spouses Clubs and Thrift Shops, and fraternal organizations) unless it is not cost effective to establish a process for obtaining reimbursement.

b. Examples where it will normally not be cost effective include situations where one facility is shared by more than one PO or where a PO is only given access to a portion of a facility not dedicated for their exclusive use and for short intermittent periods (e.g., a room or portion of a general public facility such as a dining facility for an hour a week).

c. In cases where it is cost effective to seek reimbursement for utility costs, the garrison will obtain reimbursement or request an exception to the DoD policy through Headquarters, IMCOM-Europe.

9. In every case where a PO is provided a building, room, or other facility to operate on the installation, whether reimbursable or non-reimbursable, the garrison will issue a license to the PO identifying the facility's location and the scope of the authorized use. The license will state whether utilities are reimbursable or not. This license should be attached to the notice of approval to operate on post for those POs subject to approval requirements of AR 210-22 and AEA Reg 210-22 (Private Organizations and Fundraising Policy).

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SUBJECT: IMCOM-Europe Policy Letter #9, Facility Support to Private Organizations

10. This policy does not apply to POs that operate solely on the campus of the DoDDS schools with approval of the local DoDDS Principal. It does not apply to POs that are organized as chapel auxiliary groups under AR 165-1 (Army Chaplain Corps Activities) and operate under the purview of the garrison Religious Support Office.

11. Point of contact is Mr. Steve Blewett, IMCOM-Europe Legal Advisor at DSN 314-544-2403 or email stephen.h.blewett.civ@army.mil.

Encl

MIZE.TOMMY.R
AY.1110588301
TOMMY R. MIZE
Director

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	A	B	C	D	E	F
1	Enclosure to IMCOM-Europe Policy Letter #9, Facility Support to Private Organizations					
2	Private Organization	Dedicated Space	Space Available Basis	Pays for Space (Y/N)	No Space	Statute Required
3	USAG ANSBACH					
4	Tier I					
5	Red Cross	x				
6	Tier II					
7	Girl Scouts of the USA	x		N		x
8	Boy Scouts of America Troop 97	x		N		x
9	Tier III					
10	American Legion Post 1982 (uses space dedicated to Spouse's club)		x	N		
11	VFW Post 9342 (uses space dedicated to Spouse's club)		x	N		
12	VFW Post 10708	x		N		
13	Black 'n Blue Rugby Football Club	x		N		
14	Army Aviation Association of America (AAAA)	x		N		
15	Ansbach Spouse's and Civilians' Club-Thrift Store	x		N		x
16	Association of the United States Army (AUSA)	x		N		
17	John A. Caldwell Consistory #341	x		N		
18	Tobe Davis Commandery #1	x		N		
19	CD Dewberry Chapter #35	x		N		
20	VFW Department of Europe	x				
21	Samuel C. Gregory Military Lodge #30	x		N		
22	Tier IV (facility support not provided or PO not covered by IMCOM-Europe policy)					
23	Elementary School PTSA	x		N		Policy N/A if facility support is in DoDDS school
24	European Defenders Association				x	
25	Knights of Columbus				x	
26	USAG BAVARIA					
27	Tier I					
28	Red Cross - Hohenfels	x				
29	Red Cross - Grafenwoehr	x				
30	Red Cross - Rose Barracks	x				
31	Tier II					
32	USA Girl Scouts	x				
33	United States Youth Soccer - Oberpfalz District				x	
34	Boy Scouts of America Troop 240	x				
35	Cub Scout Pack 240 Vilseck				x	
36	USA Girl Scouts Hohenfels	x				
37	Boy Scouts of America Troop #303	x				
38	Cub Scout Pack 303	x				
39	Tier III					
40	Anthony E. Bowens Commandery #11	x				
41	Daniel W. Bailey Chapter #1	x				
42	John H. Sewell Lodge #23	x				
43	Veterans of Foreign Wars Graf 10692	x				
44	BCSC	x				
45	Sojourner Truth 115	x				
46	Thebes Temple No 208	x				
47	Veterans of Foreign Wars Vilseck Post 9334	x				
48	Home School Organization	x				
49	Thebes Court 191	x				
50	Garmisch Community Club	x				
51	Hohenfels Community and Spouses' Club	x				
52	James F. Griffin Memorial VFW Post #10557	x				

	A	B	C	D	E	F
1	Enclosure to IMCOM-Europe Policy Letter #9, Facility Support to Private Organizations					
2	Private Organization	Dedicated Space	Space Available Basis	Pays for Space (Y/N)	No Space	Statute Required
53	Tier IV (facility support not provided or PO not covered by IMCOM-Europe policy)					
54	Army Aviation Association of America				x	
55	AUSA Hohenfels				x	
56	Bavarian Ski Club				x	
57	Bavaria Sportsman Club				x	
58	Booker T Alexander #117				x	
59	Brovaria Softball Club				x	
60	CB Booster Club-Hohenfels				x	
61	Combat Veteran Motorcycle Association				x	
62	Cooties - Pup Tent #6				x	
63	Delta Sigma Theta Sorority Inc.				x	
64	District 8 Holy Royal Arch				x	
65	District III				x	
66	Garmisch Parent Teacher Association				x	
67	Grafenwoehr Elementary School PTSA				x	
68	Hands Delivering Hope				x	
69	Hohenfels Elementary School PTA				x	
70	Hohenfels High School Booster Club				x	
71	Hohenfels Middle High School PTO				x	
72	Kappa Alpha - Alumni Chapter				x	
73	Kappa Alpha - Omega Chapter				x	
74	Netzaberg Middle School PTSA				x	
75	OAEA/NAEA				x	
76	Sergeant Morales Club Association				x	
77	Thurgood Marshall Military Lodge #131				x	
78	V-G Vipers Swim Club				x	
79	Vilseck Elementary School PTSA				x	
80	Vivian A. Whaley Court #84				x	
81	John R. Woodbridge #133				x	
82	Helga Farrow Assembly #364				x	
83	John L. Grant Jr. Consistory #364				x	
84	NES Dragons Den PTSA				x	
85	Knights of Columbus - St. Maximilian Kolbe Council #15700				x	
86	Unity Lodge #92				x	
87	Free and Accepted Masons - District 8				x	
88	Herman E. Bradley Lodge #74				x	
89	European Council of Assemblies - Western Europe				x	
90	Theta Rho International Chapter				x	
91	USAG BENELUX					
92	Tier I					
93	American Legion - Flanders Field - Post BE02 - Brussels	x				
94	Tier II					
95	Boy Scouts of America	x				
96	Tier III					
97	American Legion	x				
98	Brussels NATO Top III		x			
99	Grandma's Attic	x				
100	Brussels Consignment Shop	x				
101	NATO Spouses Club (Brussels)	x				

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1	Enclosure to IMCOM-Europe Policy Letter #9, Facility Support to Private Organizations					
2	Private Organization	Dedicated Space	Space Available Basis	Pays for Space (Y/N)	No Space	Statute Required
102	Tier IV (facility support not provided or PO not covered by IMCOM-Europe policy)					
103	BASPTSP				x	
104	AFNORTH International Middle/High School PTA					
105	Brussels American School Parent Teacher Student Organization				x	
106	American Legion - Margraten - Post NL01		x			
107	Civil Air Patrol		x			
108	Girl Scouts Overseas - Tri-Border - Brunssum		x			
109	Boy Scout Troop 100 (SHAPE)		x			
110	Cub Scout SHAPE Troops		x			
111	Cub Scout Pack 100 (Brunssum)		x			
112	Benjamin Luke Lodge 127		x			
113	Senior Enlisted Association (Brunssum)		x			
114	Chievres Family Organization (424th)				x	
115	USAG ITALY					
116	Tier I					
117	Red Cross	BLDG 372		N		
118	Tier II					
119	USA Girl Scouts Overseas - North Atlantic	BLDG 169				
120	Boy Scouts Troop 295	x (meeting / storage)		N		Expired 20211004
121	Cub Scout Pack 2020, Camp Darby	x (meeting / storage)		N		Approval to operate expires 20221210
122	Cub Scout Pack 295	x (meeting / storage)		N		Approval to operate expires 20221229
123	Girl Scouts, Camp Darby	x (meeting / storage)		N		Approval to operate expires 20230330
124	Vicenza Neighborhood Girl Scouts	x (meeting / storage)		N		Approval to operate expires 20230224
125	USO	BLDG 8A		N		
126	Tier III					
127	Livorno Friends of Camp Darby/Thrift Store	BLDG 273		N		Expired 20210724
128	Vicenza Community Club/Thrift Store	BLDG 243		N		
129	Tier IV (facility support not provided or PO not covered by IMCOM-Europe policy)					
130	Caserma Pride				x	Approval to operate expires 20220930
131	Clifton B. Riley #18				x	
132	Camp Darby Pet Lovers				x	Approval to operate expires 20230329
133	District 12 Free Accepted Masons				x	Approval to operate expires 20220122
134	Dulkaada Temple #226				x	Approval to operate expires 20230921
135	Esther's Grace Chapter No. 170				x	Approval to operate expires 20211216
136	George Washington Lodge 585				x	Approval to operate expires 20230701
137	Green Knight MMC Chapter 93				x	Approval to operate expires 20230427
138	Helene Jacobs Court No. 45				x	Approval to operate expires 20211216
139	Howard Z. Plummer Lodge #131				x	Approval to operate expires 20220217
140	Livorno Parent Teacher Student Organization				x	Approval to operate expires 20230224
141	Military Intelligence Corps Association				x	Approval to operate expires 20221030
142	Peace and Unity Assembly No. 358				x	Approval to operate expires 20220226
143	Pride of the Mediterranean #350				x	Approval to operate expires 20220108
144	Sergeant Morales Club	Prefab near BLDG 11				Expired 20190802
145	Terry A. Harris Guild No. 7				x	Approval to operate expires 20220122
146	Veterans of Foreign Wars Post 8862				x	Approval to operate expires 20230216
147	Vicenza High School Booster Club				x	Expired on 20211024
148	Vicenza Mako Sharks Swim Team 20220911				x	Approval to operate expires
149	Vicenza Sergeants Major Association				x	Expired on 20210723
150	Vicenza Ski Patrol				x	Expired on 20211016
151	Wallace W. Washington #46				x	Approval to operate expires 20220326
152	Warrant Officer Association				x	Approval to operate expires 20230317

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1	Enclosure to IMCOM-Europe Policy Letter #9, Facility Support to Private Organizations					
2	Private Organization	Dedicated Space	Space Available Basis	Pays for Space (Y/N)	No Space	Statute Required
153	Zillah Military Lodge #167				x	Expired on 20210802
154	USAG RHEINLAND-PFALZ					
155	Tier I					
156	Red Cross	x (meeting space)		N		
157	Tier II					
158	Boy Scouts	x (meeting space)		N		
159	Girl Scouts	x (meeting space)		N		
160	Cub Scouts				x	
161	USO	x (meeting space)		N		
162	Tier III					
163	Al Kerak Temple #194	x (shared building)		N		
164	American Legion Post 1	x (shared building)		N		
165	Amos T. Hall Lodge #142	x (shared building)		N		
166	Baumholder Community Spouses Club	x (Thrift Shop)		N		
167	Bettye J. Murphy Chapter #44, Order of the Eastern Star	x (shared building)		N		
168	Charles A Spikes Military Consistory No 323	x (shared building)		N		
169	Cornerstone Military Lodge #135	x (shared building)		N		
170	District Number Nine, Free and Accepted Masons	x (shared building)		N		
171	Eureka Consistory No. 113	x (shared building)		N		
172	Gustave M. Solomons Consistory #101	x (shared building)		N		
173	John E. Wallace Commandery No. 116	x (shared building)		N		
174	Joseph L. Wilson Lodge #64	x (shared building)		N		
175	KLSA	x (Thrift Shop)		N		
176	New Light Lodge #67	x (shared building)		N		
177	Orient of Europe - Northern Jurisdiction	x (shared building)		N		
178	Roland C. Scott Chapter 116	x (shared building)		N		
179	Royce H. Brister Commandery #6	x (shared building)		N		
180	S. Paul Dixon	x (shared building)		N		
181	Source of Light Chapter #37	x (shared building)		N		
182	Veterans of Foreign Wars Post 10614	x (shared building)		N		
183	VFW Post #2566	x (meeting space/storage)		N		
184	Tier IV (facility support not provided or PO not covered by IMCOM-Europe policy)					
185	AGCRA-European Chapter				x	
186	AYCE Europe				x	
187	Baumholder Middle High School PTSA	x (school only)		N		
188	Delta Sigma Theta Sorority				x	
189	Donnersberg Post 12139 VFW				x	
190	Eddie L. Harris Lodge				x	
191	Esther P. Vaughn Guild #6				x	
192	European Defenders Association				x	
193	European Music Educators Association				x	
194	Filipino American of Kaiserslautern Military Community Association				x	
195	Iota Gamma Sigma Chapter				x	
196	Kappa Alpha Psi Fraternity				x	
197	KMC Theater Guild				x	
198	Landstuhl CDC1 Parent Advisory Board				x	
199	Landstuhl Holiday Ball Committee				x	
200	Landstuhl Parents Teachers and Students Association	x (school only)		N		
201	Nursing Recognition Fund				x	
202	Overseas Association of Communications Sciences (OSACS)				x	
203	Phi Gamma Gamma International				x	

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2	Private Organization	Dedicated Space	Space Available Basis	Pays for Space (Y/N)	No Space	Statute Required
204	Samuel T. Daniels Lodge #109				x	
205	Sembach E and M PTO	x (school only)		N		
206	Sergeant Audie Murphy Club				x	
207	Sergeant Morales Club				x	
208	Sigma Gamma Rho Sorority Inc.				x	
209	Smith Elementary PTO	x (school only)		N		
210	Warrant Officer Association, RPSC				x	
211	Zeta Phi Beta Sorority Inc. (Mu Theta Zeta)				x	
212	USAG STUTTGART					
213	Tier I					
214	Red Cross	x		N		
215	Tier II					
216	Boy Scout Troop #154	x (storage)		N		
217	Boy Scout Troop #324	x (storage)		N		
218	Boy Scout Troop #44	x (shared building)		N		
219	Cub Scout Pack # 154	x (storage)		N		
220	Cub Scout Pack #113	x (storage)		N		
221	Cub Scout Pack #324	x (storage)		N		
222	Cub Scout Pack #44	x (shared building)		N		
223	United States Youth Soccer (USYS) - Stuttgart				x	
224	USA Girl Scouts Overseas - Stuttgart	x (shared building)		N		
225	Tier III					
226	American Legion Stuttgart Post #6	x (meeting space)		N		
227	Harriet R. Tubman Chapter # 190	x (storage)		N		
228	Knights of Columbus-Chaplin Charles Watters Council #8792	x (storage)		N		
229	RB Zentrum	x (whole building)		N		
230	Stuttgart Community Spouses' Club (SCSC)	x (whole building)		N		
231	Stuttgart German-American Wandering Club (SGAWC)	x (storage/admin space)		N		
232	Stuttgart VFW Post #10810	x (meeting space)		N		
233	USO	x		N		
234	Tier IV (facility support not provided or PO not covered by IMCOM-Europe policy)					
235	American Society of Military Comptrollers (ASMC)				x	
236	Americans Working Around the Globe (AWAG)				x	
237	Benjamin Brown Chapter #122				x	
238	Black Forest Quilt Guild (BFQG)				x	
239	Delta Sigma Theta Sorority				x	
240	District Eight Knights Templar				x	
241	Donald H. Coleman Consistory #329				x	
242	Elmer T. Hawkins Lodge #113				x	
243	Faisal Temple #192				x	
244	Friends of the Stuttgart Theatre Center				x	
245	German American Women's Club				x	
246	Germany Alumni Chapter Kappa Alpha Psi Fraternity				x	
247	Harold Washington Military Lodge #128				x	
248	James C. Baker Jr. Council #4				x	
249	National Ski Patrol, International Division				x	
250	Omega Psi Phi Fraternity, Inc., Theta Rho International Chapter				x	
251	Organization 1775				x	
252	Patch Elementary School PTA	x (school only)		N		
253	Patch Middle School PTSA	x (school only)		N		
254	Patch Ski Club				x	
255	Philippine American German Association of the Stuttgart Area (PAGASA)				x	

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1	Enclosure to IMCOM-Europe Policy Letter #9, Facility Support to Private Organizations					
2	Private Organization	Dedicated Space	Space Available Basis	Pays for Space (Y/N)	No Space	Statute Required
256	Pyramid Lodge #238, F&AM Prince Hall Affiliated				x	
257	Queen Bathsheba Grand Chapter Order of the Eastern Star				x	
258	Robinson Barracks Elementary (RBES) PTSA	x (school only)		N		
259	Sitzmarkers Ski and Board Club				x	
260	Special Forces Association, Chapter V				x	
261	Stars of Eternal Light #42				x	
262	Stuttgart Ball Committee (Air Force)				x	
263	Stuttgart Chief Petty Officers' Association (SCPOA)				x	
264	Stuttgart Area Top III Association (AF)				x	
265	Stuttgart Classical Homeschool Association				x	
266	Stuttgart Eagles Basketball				x	
267	Stuttgart Elementary School PTA	x (school only)		N		
268	Stuttgart High School Music Booster Club				x	
269	Stuttgart High School PTO				x	
270	Stuttgart Joint Air Force Sergeant Association				x	Expired 20210931
271	Stuttgart Petty Officer Association				x	
272	Stuttgart Piranhas Swim Team				x	
273	Stuttgart Rising Six				x	Expired 20211130
274	Stuttgart Senior Parent Association				x	
275	Stuttgart Ski Patrol				x	
276	Stuttgart Special Operations Association (SSOA)				x	
277	Stuttgart Youth Bowling League				x	
278	Stuttgart Zumwalt Ball Committee (Navy)				x	
279	Substance Certification Board - Germany				x	
280	Thursday Morning Ladies' Bowling League				x	
281	Unified Individuals for Special Operations Forces (UNISOF)				x	
282	United States Youth Soccer (USYS) - Stuttgart				x	
283	USAG WIESBADEN					
284	Tier I					
285	Red Cross	x				MOU DOD – ARC (2009), 3.2., AR 930-5
286	Tier II					
287	Boy Scouts BSA Troop 107	x		N		x - DODI 1015.09
288	Cub Scouts Pack 13				x	
289	Cub Scouts Pack 65				x	
290	Ramstein Cadet Squadron CAP (Civil Air Patrol)	x		N		
291	US Youth Soccer Select				x	
292	USA Girl Scouts Overseas-Wiesbaden	x		N		x - DODI 1015.09
293	USO	x				AR 930-1, 3-2. (Support OCONUS)
294	Tier III					
295	American Legion Post GR07	x		N		
296	Armed Forces Communication and Electronics Association (AFCEA)	x		N		
297	Association of the United States Army (ASUA - Europe)	x		N		
298	Coleman Aero Club	x		N		
299	D-17 Cyprus Lodge #246	x		N		
300	James T Dorsey Lodge #114	x		N		
301	Knights of Columbus	x		N		
302	Prince Hall Military Consistory #304	x		N		
303	Rhein-Neckar Silver Ch. Warrant Officer Association (WOA)	x		N		
304	Sergeant Major Association	x		N		
305	VFW - Veteran of Foreign Wars Post 27	x		N		
306	Wiesbaden Area Homeschoolers	x		N		
307	Wiesbaden Community Reuse Center	x		N		

	A	B	C	D	E	F
1	Enclosure to IMCOM-Europe Policy Letter #9, Facility Support to Private Organizations					
2	Private Organization	Dedicated Space	Space Available Basis	Pays for Space (Y/N)	No Space	Statute Required
308	Wiesbaden Community Spouses Club	x		N		
309	Wiesbaden International Wandering Club (WIWC)	x		N		
310	Wiesbaden Playhouse Partners				x	
311	Wiesbaden SGT Morales Club	x		N		
312	Willie H Dixon Military Lodge #143.	x		N		
313	Tier IV (facility support not provided or PO not covered by IMCOM-Europe policy)					
314	Armed Forces Against Drunk Driving				x	
315	Aswan Temple 115				x	
316	Aukamm Elementary PTA				x	
317	AUSA - General CW Abrams Chapter 8107				x	
318	Delta Sigma Theta Sorority				x	
319	Friends of USAEUR / USAREUR Social Fund				x	
320	Hessen Military Community Top 3				x	
321	ISC2				x	
322	Kappa Alpha Psi Fraternity				x	
323	Kastle Keeprs				x	
324	Orient of Europe-King Solomon Consistory #99				x	
325	Radiant Star #46				x	
326	SAME Rhein Main Post				x	
327	Wiesbaden Middle School PTSO				x	
328	Wiesbaden Elementary PTO				x	
329	Wiesbaden Fun Bowling League				x	
330	Wiesbaden High School PTSO				x	
331	Wiesbaden Swimmers Parents' Association (WAHOOS)				x	
332						

Space Renewal Request

Name of Private Organization: _____ Date: _____

MEMORANDUM FOR Garrison Commander, U.S. Army Garrison Bavaria, Attn: D, FMWR,
Private Organization Coordinator, Unit 28130, APO AE 09114

SUBJECT: Request for Renewal of Assigned Space

1. _____ is requesting approval to keep the current space assigned within the garrison to use for the exclusive purpose of storing equipment for our private organization. We understand that continued use of this space must be approved in writing by the Garrison Commander, can be revoked at any time due to mission requirements and is subject to inspection when requested. If the space is revoked, the PO has 14 days from notification to clear occupied space. Any items found in the space after 14 days will be removed and disposed of IAW DoD and Army guidelines on unclaimed property.
2. The Private Organization agrees to assume responsibility for all equipment located in the space utilized during occupancy and assume the cost of repair for any damage.
3. The Private Organization _____ currently has approved space in the following areas:

Installation Name:	Bldg#:	Room# (if app.):	Space is used for:
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

4. Name of PO Representative: _____
PO Representative Phone Number: _____

Approval:

JOSE LUIS SOLISRODRIGUEZ
CHIEF, DPW
USAG Bavaria

KEVIN A. POOLE
COL, AG
Commanding

Space Requirement Request

Name of Private Organization: _____ Date: _____

MEMORANDUM FOR Garrison Commander, U.S. Army Garrison Bavaria, Attn: D, FMWR,
Private Organization Coordinator, Unit 28130, APO AE 09114

SUBJECT: Request for Required Space

1. _____ is requesting approval of space within the garrison for the exclusive purpose (as justified in paragraph 3). We understand that use of this space must be approved in writing by the Garrison Commander, can be revoked at any time due to mission requirements and is subject to inspection when requested. If the space is revoked, the PO has 14 days from notification to clear occupied space. Any items found in the space after 14 days will be removed and disposed of IAW DoD and Army guidelines on unclaimed property.
2. The Private Organization agrees to assume responsibility for all equipment located in the space utilized during occupancy and assume the cost of repair for any damage.
3. Justification for the space requirement:

4. Name of PO Representative: _____
PO Representative Phone Number: _____

Approval:

The Private Organization will be assigned space in the following area:

Installation Name:	Bldg#:	Room# (if app.):	Space will be used for:
_____	_____	_____	_____

JOSE LUIS SOLISRODRIGUEZ
CHIEF, DPW
USAG Bavaria

APPENDIX D

(Name of Private
Organization) P.O. Box 1234
USAG Bavaria, APO AE 09114

ARTICLE I -- Organization Name and Purpose *(Please see cautions in para 3-5 and 3-6 about use of USAG Bavaria name or symbol) (Purpose: Explain why your PO should have a relationship with USAG Bavaria, what your goals are and why these may only be attained through your status as a USAG Bavaria PO)*

ARTICLE II -- General Provisions *(Include all statements required by AR 210-22 such as non-discrimination clauses and non-extremists clauses, adhere to all government (Federal, State, and local) laws and regulations, government hold harmless clauses, etc.)*

(Also include facility or space requirements, periods of use and duration over one year)

ARTICLE III -- Functions/Activities and Operating Procedures *(Clearly state your PO's nature, functions, objectives, and activities to include planned use of funds. Please also note that government personnel will not be assigned to work for POs in their official capacity)*

ARTICLE IV -- Membership *(An explanation of your PO membership eligibility requirements – please note para 3-14 of this guide)*

ARTICLE V -- Officers and Governing Body *(Attach names, with addresses and phone numbers, and indicate if your PO is sponsored by or sponsors any other PO—if so describe the relationship) (Also indicate if your PO requires any special status of officers, such as active duty, retired or otherwise)*

ARTICLE VI -- Duties of Officers

ARTICLE VII -- Elections and Voting *(Frequency, method, eligibility, etc)*

ARTICLE VIII -- Standing Committees *(Identify committee roles, how those committees perform their roles within ethical boundaries practiced by USAG Bavaria and DoD)*

ARTICLE IX -- Funding Sources *(Prove that your PO is self-sustaining through dues, contributions, charges, fees or other sources. Include a statement of your PO's liability and whether assets are or are not sufficient to cover all liabilities; that all state laws are followed; and a statement that addresses the extent to which PO members' are personally liable for debts of or claims against the PO. See para 3-10 on audits required)*

ARTICLE X -- Taxes *(A statement that the PO complies with all local, state, and federal taxes, including employee withholding; include certification of section 501 tax exemption status if applicable, signed or attested by an officer of the PO).*

ARTICLE XI -- Insurance Coverage *(The PO must secure adequate insurance as protection against public liability, claims, property damage or other legal actions brought against the PO, or its members or property. The PO must provide fidelity bonding for employees who handle cash in excess of \$1000.)*

ARTICLE XII -- Meetings and Quorums *(Identify frequency and intended locations of meetings, and what constitutes a quorum)*

ARTICLE XIII -- Amendments. *(Include procedures for amending the constitution to include number of voting members required to approval)*

ARTICLE XIII -- Dissolution *(Describe in detail the disposition of assets and equipment or supplies should the PO be dissolved. Include the following or similar statement: "If the organization is dissolved, all funds in the treasury at the time will be used to meet outstanding debts, liabilities, or obligations. The balance of these assets will be disposed of as determined by the membership as approved by a majority vote. If assets are not sufficient to cover all liabilities, the members of the organization will be personally responsible for these liabilities".)*

Signature of President
Name of President
Position Title (President)
(Secretary) Date Signed

Signature of Secretary
Name of Secretary
Position Title
Date Signed

APPENDIX E

**FORMAT SAMPLE FOR MEETING
MINUTES**

(Name of Private
Organization) P.O. Box 1234
USAG Bavaria, APO AE 09114

1. The meeting of the (Name of Private Organization) was called to order on (date and time).
2. The following personnel and members were present:
 - a. Members
Present:
 - b. Guest
Present:
3. OLD BUSINESS:
 - a. The minutes of the last meeting were read and approve (or approve with the following changes). b. The financial report was presented and approved (or approved with the following changes).
4. NEW BUSINESS:
 - a.
 - b.
 - c.
5. DISCUSSIONS:
 - a.
 - b.
 - c.
6. The meeting was adjourned at (date and time). The next meeting will be held (date and time) at (location).

Signature of Secretary
Name of Secretary
Position Title (Secretary)
Date Signed

Signature of President
Name of President
Title of Position (President)
Date Signed

APPENDIX F

FORMAT SAMPLE FOR FINANCIAL
REPORT

(Name of Private Organization)
USAG Bavaria, APO AE 09114

FINANCIAL REPORT for the Period (*Beginning Month and Year*) thru (*Ending Month
and Year*)

Operating Funds Available as of 1 March 2020 \$ 2,514.33

OPERATING

FUNDS:	\$ 146.00	
Fundraisers	\$ 72.00	
1 st VP (Luncheons)	\$ 380.38	
1 st VP (Programs)	\$ 2.51	
Membership Dues	\$ 72.50	
Ways & Means (Consignment)	\$ 183.20	
<u>Ways & Means</u>	<u>\$ 558.85</u>	
Total Operating Income		\$ 1,415.44

OPERATING EXPENSES:

Child Care	\$ 28.00	
Entertainment	\$ 146.00	
Decorations	\$ 57.23	
1 st VP (Luncheons)	\$ 409.47	
Supplies	\$ 55.94	
Donations	\$ 288.32	
Newsletter	\$ 61.42	
Recording Secretary	\$ 25.26	
<u>Ways & Means (Consignment)</u>	<u>\$ 309.88</u>	
Total Operating Expense		\$ 1,381.59

Operating Funds Available as of 31 March 2020 \$ 2,548.18

Submitted by:

Verified by:

Signature of Treasurer
President)

Name of Treasurer
Position Title (Treasurer)
Report) Date Signed

Signature of Person Verifying Report (Normally the Vice President or

Name of Person Verifying Report
Position Title (Title of Person Verifying
Report) Date Signed

APPENDIX G

FORMAT SAMPLE FOR AUDIT REPORT

(Name of Private Organization)
USAG Bavaria, APO AE 09114

AUDIT REPORT

For the Period (Beginning Month and Year) thru (Ending Month and Year)

FUND BALANCES

Table with 3 columns: Description, Beginning Balance, Ending. Rows include Balance in Checking Account, Balance in Saving Account, Cash on Hand, and Total.

(NOTE: Beginning balances should equal ending balances on last audit)

FUND REVIEW

Table with 3 columns: Description, Amount, Total. Rows include BEGINNING BALANCE, INCOME (Dues, Contributions, Meal Fees), EXPENDITURES (Supplies, Donations, Meals), and ENDING BALANCE.

AUDITOR COMMENTS:

(Make any comments or exceptions in regards to the audit of these funds and their internal controls.)

This audit was made in accordance with current regulations and includes tests of the accounting records and internal controls. In my (our) opinion, subject to the above comments and exceptions cited in this report, the fund examined reflects the results of operations in accordance with applicable directives.

Signature of Audit Committee Member Name of Audit Committee Member Dated Signed
Signature of Audit Committee Member Name of Audit Committee Member Dated Signed
Signature of Audit Committee Member Name of Audit Committee Member Dated Signed

APPENDIX H

CASE STUDIES ON PROPER AND IMPROPER CONDUCT

The following case studies on proper and improper conduct in regards to private organizations are provided to assist both members of private organizations and installation staff members in properly deal with private organizations.

I-1. CASE. The Fort Green Chief of Staff, a member of the local chess club, calls the D, Family and MWR and asks that the chess club's application to hold a fundraising event on the installation be moved to the top of the pile.

VIOLATION. Use of public office for personal/private gain, conflict of interest; acting as an agent for a private organization before the Federal government. 18 USC 205 and JER para 3-204.

I-2. CASE. During a membership campaign for the National Enlisted Association of America (NEAA), the 802d Military Intelligence Brigade Command Sergeant Major gives a cocktail party to recognize the new president of the NEAA. She has invited all senior enlisted personnel living within 50 miles. After a toast to the guest of honor, she has an official photograph taken and hands each guest a printed pocket calendar listing NEAA membership benefits and the local chapter's telephone number and address.

VIOLATION. Appearance of official participation in a membership drive; misuse of government resources. JER para 3-210 and 3-305.

I-3. CASE. In the Division Commander's outer office, a display contains information about professional organizations. Included are a "please take one" sign and brochures for 5 military-related associations and 10 technology-oriented national organizations.

OKAY. Such displays are permissible when displays are open to contributions from other similar organizations.

I-4. CASE. After arriving at a new duty assignment, LTC Jones is asked by his new commander, an officer in the Assembly of Uniformed Service Members (AUSM), to explain why he is not a member of AUSM.

VIOLATION. Coercion for the benefit of a private organization. CFR 1635.702(a).

I-5. CASE. The Director of Resource Management at Fort Blue accepts an honorary membership in the Omertown Rotary Club (ORC). The club's membership includes local businessmen and businesswomen who are contractors with Fort Blue.

VIOLATION. He cannot accept honorary memberships in an organization because of his official position; appearance or actual conflict of interest because of contractors doing business with the installation and the individual's duty position. JER para 3-302.

I-6. CASE. The Fort Smith Chief of Staff accepts an appointment to the Board of Directors for the local Chamber of Commerce that was offered because of his duty position.

VIOLATION. You cannot serve as a director of an organization that was offered because of your official position. JER para 3-301. And you cannot serve as a director of an organization in your official capacity without approval of the Secretary of the Army. JER para 3-202.

I-7. CASE. The Civilian Personnel Officer at Fort Oshkosh solicits subordinates to join the Toastmasters Club via e-mail and at staff meetings.

VIOLATION. Misuse of public office, appearance of official endorsement. 5 CFR 2635.702; JER para 3-205 and 3-230.

I-8. CASE. The Commander of XXX Corps allows his duty position to be used on the letterhead of the Humane Society of the United States.

VIOLATION. Improper endorsement. CFR 2635.702; JER 3-205.

I-9. CASE. The Garrison Commander at Fort Blue, a member of the Aviators Association of America (AAA), actively participates in the association's activities. He also decides who in the command will attend the AAA's national convention in an official capacity.

VIOLATION. Appearance of conflict of interest. 5CFR 2635.502; JER para 3-204.

I-10. CASE. An Assistant Secretary of the Army, who previously soldiered in an Armored Division, provides to the Society of Army Tankers (SAT) an official photograph and letter on official letterhead pointing out the benefits of membership in the Society. The letter and photo will be used in membership drives.

VIOLATION. Improper use of office.
CFR 2635.702; JER para 3-205 and 3-210.

I-11. CASE. Major Smith is a member of the Association of American Cavalryman that sponsors a car wash to raise funds. Major Smith helps wash cars during his off-duty time.

OKAY. Fundraising in a personal capacity during non-duty hours is permissible.
CFR 2635.808(c); JER para 3-300.

I-12. CASE. Captain Day, a finance officer, has her supervisor's approval and is writing a paper that she will present at the national conference of the Organization of Army Comptrollers (OAC). The topic is related to her official position and preparation of the paper has not interfered with her official duties. She has used government equipment to prepare the paper.

OKAY. Use of government equipment under these circumstances is permissible. JER para 3-300.

I-13. CASE. Colonel Johnson is the treasurer of the local chapter of the Military Intelligence Association of America (MIAA) and is responsible for MIAA's monthly billing statements for dues. He tasks his secretary to prepare the billing statements during duty hours on government equipment.

VIOLATION. Misuse of government resources and time. 5 CFR 2635.704 and 705; JER para 3-305b.

I-14. CASE. The Deputy Commanding General at Fort Green attends a fundraising banquet held on behalf of the local American Society for the Prevention of Cruelty to Animals (ASPCA). He is in uniform and sits at the head table, and makes a speech encouraging contributions.

VIOLATION. No official support of fundraising for private organizations. 5 CFR 2635.808; JER para 3-210.

I-15. CASE. Colonel Yoke, Commander of the 3399th Armor Brigade, declared a Friday as a training holiday

so the military community could participate in a private organization sponsored picnic on the installation's lake front.

VIOLATION. Endorsement of a private organization, misuse of government resources. 5 CFR 2635.705; JER par 3-209.

I-16. CASE. Colonel Ping, assigned to HQ, TROOPCOM, is an active member of the Oshkosh State College Graduate School Alumni Association (OSCGSAA). He visits the Commander of MDW in an effort to convince him to reverse a recent denial of the association's request for certain support. After discussing his concerns with the MDW Commander, Colonel Ping flies back to Atlanta and completes a travel voucher for per diem and transportation expense reimbursement.

VIOLATION. Using appropriated funds and official time for personal business, government employee acting as an agent for a non-Federal agency, using government position to further personal interests. 18 USC 205; 5 CFR 2635.702 and .705; JER para 3-204.

I-17. CASE. Sergeant Lee conducts door-to-door solicitation for the American Cancer Society (ACS) during its annual fundraising drives. Several junior enlisted personnel with whom the sergeant works live in the area he canvasses. In the process of the solicitation, he knocks on doors and pitches ACS and its need for money. The sergeant does not knock on doors of enlisted personnel with whom he has an official relationship. Another volunteer in the community does that. Assume the Garrison Commander has given the ACS permission to solicit door-to-door.

OKAY. Only if door-to-door solicitation is approved by the Garrison Commander. Avoided coercion, fundraising in personal capacity and during non-duty time is authorized. 5 CFR 2635.808(c); JER para 3-300a.

I-18. CASE. A unit commander appoints a unit point of contact for the local Military Spouses Organization (MSO) membership drive.

VIOLATION. Misuse of position, misuse of government resources, endorsement of a private organization, official participation in membership drive. 5 CFR 2635.702 and .705; JER para 3-205 and 3-210.

I-19. CASE. The Assistant Secretary of the Army for International Affairs, ASA(IA), is the treasurer of the Federal Officers/SES Organization of Federalists (FOSOF). In her capacity, she approves TDY for several members of her staff to attend the FOSOF annual symposium.

VIOLATION. Conflict of interest; 18 USC 208, 5 CFR 2635.402; JER 3-203.

I-20. CASE. The Garrison Commander at Fort Purple has allowed sole or exclusive use of Army facilities by the Association of Community Members (ACM) without initiating a license or lease agreement.

VIOLATION. No license or lease. AR 405-80.

I-21. CASE. Captain Blue, Commander, A Company, is a member of the National Association of Officers (NAO). He directs his Soldiers to accept donations (i.e., sell) raffle tickets for the NAO's major fundraising event during duty hours while in a duty status.

VIOLATION. Misuse of position and government resources. 5 CFR 2635.702 and .705; JER para 3-305. May also be in violation of State law concerning gambling and lotteries. Raffles outside of Family and MWR are not authorized.

I-22. CASE. Colonel Crawford, Director of Public Works, is the president of the local chapter of the National Association of the Army (NAA). NAA is having computer problems, so Colonel Crawford asks one of his subordinates with computer experience to assist NAA in fixing its problems. The subordinate uses his lunch hour or leave to go to the NAA headquarters and works on their computers.

VIOLATION. Misuse of position. 5 CFR 2635.702; JER para 3-305b.

I-23. CASE. At his weekly staff meeting, the Commander, XXX Corps, a member of the National Officers Association (NOA) announces that his command will provide speakers and other limited

support (including the loan of a sound system and Soldiers necessary to operate it) for the NOA's upcoming regional conference. He has decided that the conference will be useful for the local military community and will not detract from mission accomplishment.

OKAY. Assuming all other criteria in JER, para 3-211 are met; also mere membership in an organization does not create a conflict or an appearance of conflict of interest issue unless an "active participant." Should consult with the SJA prior to approving use of government resources.

I-24. CASE. The G2 at XXX Corps is the treasurer of the local chapter of the Electronic Surveillance Association (ESA). He decides who in his office attends ESA's national conference by selecting those individuals who have done the most work in the ESA during the year.

VIOLATION. Conflict of interest; misuse of personnel, resources, and position. 18 USC 208; 5 CFR 2635.702, .704, and .705; JER para 3-305

I-25. CASE. LTC Speer, Acting Director of Resource Management at Fort Oshkosh, used Army letterhead and his official signature block to strongly encourage membership amongst his subordinates in the Comptrollers of America Association (CAA). The Chief of Staff is made aware of LTC Speer's actions, and advises LTC Speer and all members of his staff that this type of endorsement is improper. LTC Speer apologizes to his subordinates for the error.

OKAY. Good leadership; the Chief of Staff recognized the misuse of official position and that an Army official may not endorse a private organization. He took positive action to correct the error. LTC Speer then took positive action with his subordinates to correct his error.

APPENDIX I

AFTER ACTION REPORT (AAR)

Date: _____

Submit **NLT 14 calendar days** to: Melanie Presley (DSN 314-526-9036), e-mail address usarmy.bavaria.imcom-fmwrc.list.po-frg@mail.mil.

1. Organizational Information:

Organization Name: _____

Type of Fundraiser and Approval Date: _____

Date of Fundraiser: _____

Name/Phone Number/E-mail address of Person submitting AAR:

2. Financial Summary:

Revenue generated:* _____

Less Prepaid Expenses (i.e. Supplies):** - _____

Less Cost of Goods Sold (i.e. Inventory):*** - _____

Net Income: = _____

* All collected income.

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

*****Cost of Goods Sold** is the cost for inventory required to create the resale product.

3. Summary:

Describe the fundraiser event – how was it conducted, what worked out very well, what can be improved, etc.; add a second page, if necessary.

Signature of Fundraiser Coordinator

Signature of President

APPENDIX J

REQUESTING USE OF A FACILITY FOR AN EVENT

Private Organization/Informal Fund/Unit Letterhead

Date

MEMORANDUM THRU (*Facility Name, Facility Manager's Name*)

MEMORANDUM FOR Commander, U.S. Army Garrison Bavaria, Attn: D, FMWR, Private Organizations Coordinator, Unit 28130, APO AE 09114-8130

SUBJECT: Request for Use of Facility for Event

1. Request the use of (*name of the facility and/or specific area, building number, room number, etc*) during the period (*dates and times*). The (*name of the facility*) will be used to conduct the (*name of the event*).

2. (*enter organization Name*) understand that coordination with the facility manager does not constitute approval of the PO's event. Coordination assures the Garrison Commander that the facility manager can support your request. Further, (*enter organization Name*) will not start advertising this event until (*enter ORGANIZATION Name*) receives approval from the Director of Family and MWR.

3. (*enter ORGANIZATION Name*) agrees to assume responsibility for all equipment located in the space utilized during occupancy by the (*enter ORGANIZATION Name*) or for which a direct cause of its loss is attributable to an act of commission or omission by (*enter ORGANIZATION Name*). (*enter ORGANIZATION Name*) agrees to assume the cost of repair and/or replacement of damaged, lost, or stolen equipment within 10 working days following initiation of the report of survey. Funding for such repair or replacement shall be borne by the (*enter ORGANIZATION Name*).

4. POC is (_____) at (_____).

ORGANIZATION Officer's Name, Title and Signature
Name of the ORGANIZATION

Facility Manager's Name (Print)

Facility Manager's Signature

Date



UNITED STATES ARMY GARRISON BAVARIA

PRIVATE ORGANIZATION FUNDRAISING and EVENTS REQUEST



SECTION I. ACKNOWLEDGMENT OF FUNDRAISING PARAMETERS.

BY COMPLETING THIS FORM, YOU ACKNOWLEDGE THE FOLLOWING:

1. The PO must ensure that all events and fundraisers are limited to individuals with SOFA status. Money may not be solicited or accepted from host nation citizens or other individuals not authorized SOFA status or individual logistical support under Army in Europe Regulation 600-700, Identification Cards and Individual Logistical Support.
2. No fundraising may take place in the federal workplace or housing areas. The fundraising must take place in a location designated by the Garrison Commander as an approved fundraising site. The PO must obtain approval from a representative of the proposed fundraising/event site before initiating activities. No fundraising may take place outside the installation.
3. No alcohol may be sold or distributed during PO events and fundraisers.
4. All POs must have previously requested permission from the Garrison Commander to operate on the Army Installation and the Garrison Commander must have approved the POs request to operate on the Army Installation prior to submitting this request.
5. The Garrison Commander or authorized representative must grant permission prior to the event/fundraiser.
6. The Garrison Commander may revoke permission to operate at any time.
7. This Request must be returned to Ms. Melanie Presley no later than **twenty-eight (28)** days before scheduled event.
8. This form must be displayed at the site throughout the event.

BY SUBMITTING THIS FORM I AM ACKNOWLEDGING THE ABOVE PROVISIONS AND WILL ENSURE THEY ARE FOLLOWED.

SECTION II. PO FUNDRAISING/EVENT SPECIFICS

Return form to Ms. Melanie Presley at [USARMY USAG Bavaria IMCOM FMWRC List PO FRG](#) or Bldg 539, Room 110

Name of PO	<input style="width: 95%;" type="text"/>	Expiration Date of Approval to Operate	<input style="width: 95%;" type="text"/>
Fundraiser Type	<input style="width: 95%;" type="text"/>	Date/Time of Fundraiser	<input style="width: 95%;" type="text"/>
		Location	<input style="width: 95%;" type="text"/>
Description of Fundraiser/Event (Detailed)	<input style="width: 100%; height: 100%;" type="text"/>		
PO POC Name	<input style="width: 95%;" type="text"/>	Phone #	<input style="width: 95%;" type="text"/>
		E-Mail	<input style="width: 95%;" type="text"/>
Signature	<input style="width: 95%;" type="text"/>	Date	<input style="width: 95%;" type="text"/>

Facility Coordination YES NO (Must be attached)

SECTION III. LEGAL REVIEW.

I have reviewed above request.		<input type="checkbox"/> I have no legal objections.	<input type="checkbox"/> I object for the following reasons:
Signature	<input style="width: 95%;" type="text"/>	Date	<input style="width: 95%;" type="text"/>
Name/Position	<input style="width: 100%; height: 40px;" type="text"/>		

SECTION IV. GARRISON COMMANDER/AUTHORIZED REPRESENTATIVE DECISION

Event is:	<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	After Action Report Due No Later Than:
Signature	<input style="width: 95%;" type="text"/>		<input style="width: 95%;" type="text"/>
Name/Position	<input style="width: 95%;" type="text"/>	Date signed	<input style="width: 95%;" type="text"/>

--THIS FORM MUST BE DISPLAYED AT FUNDRAISER/EVENT SITE--

Guidelines on how to complete the Fundraising Request Form:

1. Submit Fundraising requests 30 days prior to event date.
2. Provide current and legible contact information.
3. Detailed description of Fundraiser:
 - Purpose of Fundraiser?
 - What items will be sold?
 - What is the procurement source of the resale items?
 - How are these items being prepared?
 - What funds are used to purchase these items?
 - How are the funds generated being used for the community?
 - List participating volunteers with Food Sanitation training
4. Attach facility approval (Appendix J).

Keep in mind:

Don't start promoting or advertising the event until receipt of approval.

Don't forget the After-action report not later than 14 days after the event.

Glossary

Abbreviations and Terms

Abbreviations:

AAFES	- Army and Air Force Exchange Service	NAF	- Nonappropriated Funds
AAR	- After Action Report	NAFI	- Nonappropriated Funds Instrumentality
AER	- Army Emergency Relief	NCOA	- Noncommissioned Officers Association
AER	- Army in Europe Regulation	NFE	- Non Federal Entity
APF	- Appropriated Funds	NMA	- National Military Association
AFAP	- Army Family Action Plan	NMFA	- National Military Family Association
AFCEA	- Armed Forces Communications and Electronics Association	NSIA	- National Security Industry Association
AFTBA	- Army Family Team Building	OCONUS	- Outside the Continental United States
APF	- Appropriated Funds	OGE	- Office of Government Ethics
AR	- Army Regulation	PAM	- Pamphlet
AUSA	- Association of the United States Army	PAO	- Public Affairs Office
BSA	- Boy Scouts of America	PTSA	- Parent, Teacher, Student Association
CFC	- Combined Federal Campaign	SFRG	- Soldier and Family Readiness Group
CONUS	- Continental United States	SJA	- Staff Judge Advocate
DA	- Department of the Army	US	- United States
DAEO	- Designated Agency Ethics Official	USC	- United States Code
DFMWR	- Director of Family and Morale, Welfare, and Recreation	USO	- United Services Organization
DOD	- Department of Defense		
DODI	- Department of Defense Instruction		
FOIA	- Freedom of Information Act		
GSA	- Girl Scouts of the United States of America		
HQDA	- Headquarters, Department of the Army		
IF	- Informal Funds		
IMCOM	- Installation Management Command		
ILS	- Individual Logistic Support		
IRS	- Internal Revenue Service		
JAG	- Judge Advocate General		
JER	- Joint Ethics Regulation		
MACOM	- Major Command		
MOA	- Memorandum of Agreement		
MOU	- Memorandum of Understanding		

TERMS

Agent – an individual who represents a private organization in dealing with the Federal government.

Active Participant – an Army employee who regularly participates in the management, operations, and programs of a private organization in their off-duty time. An individual is not an active participant of a private organization if they only pay their dues, read the monthly newsletter and attend an occasional function.

Appropriated Funds – funds available from Congressional appropriations.

Army Employee – any Soldier (officer or enlisted) or civilian employee (APF or NAF) working for the US Army.

Audit – an official examination, verification, and correction of account books that show the financial status of a private organization.

Army Installation – a location, facility, or activity assigned to, owned, leased, controlled, or occupied by the Department of the Army.

Commercial Sponsorship – the acceptance of funds, goods or services by the Army in exchange for advertising opportunities for the company or corporation. Commercial Sponsorship may only be solicited/accepted by the Family and MWR Commercial Sponsorship program and only accepted in support of Family and MWR, AFAP, and AFTB programs and events. Private organizations are not allowed to solicit or accept commercial sponsorship.

Community Event – an event declared by USAG Grafenwoehr Commander and managed by MWR.

Constitution and Bylaws – a document that outlines the basic purpose of a private organization and the means on how the private organization operates.

Co-Sponsored Event – an event or program jointly put on by the Army and a private organization, considered an Army event. The Army may endorse participation in the event and provide support within the guidelines established by the JER.

Disclaimer – an unambiguous statement that a private organization is not endorsed or affiliated with DA or DOD.

Donation – an individual or vendor giving funds, goods, or services without the expectation of receiving, advertising opportunities in return. Private organizations may solicit donations from off-post vendors and companies if allowed by the Garrison Commander.

Double Entry Accounting System – a system in which both elements of each transaction (debits and credits) are:

- (1) Recorded separately; and
- (2) Recorded during the period of occurrence.

Endorsement – an Army official encouraging membership or participation in a specific private organization.

Fidelity Bonding Insurance – insurance to protect a private organization from loss of funds through the embezzlement by private organization members or employees. Bonding normally will equal the maximum amount of cash handled in a month.

Financial Report – a summary of the status of a private organization finances. Covers a set period, which is normally a month.

Fundraising – the raising of funds for a private organization by soliciting cash contributions, in-kind donations of services or goods, or grants from members or non-members of the private organization.

Investment Club – a membership organization that pools stated amounts of funds to invest in stock or other securities. Usually, group members pledge a regular amount to be paid into the club on a scheduled basis, such as monthly or annually. Some clubs have a committee that gathers information on securities, selects the most promising, and recommends that the club invest in them. Other clubs rotate the investigator responsibilities among all their members. Most require all members to vote for or against all investments, sales, exchanges, and other transactions.

Joint Ethics Regulation – a DOD document which outlines appropriate and inappropriate standards of conduct by DOD personnel.

Liability Insurance – insurance to protect the private organization and its members from public liability, claims, property damage claims, or other legal actions arising from private organization activities, one or more of its members acting on behalf, or the operation of any equipment, apparatus, or device under the control and responsibility of the private organization.

Liaison – an individual appointed by the Commander to inform a private organization on the concerns of the Command and report back to the Commander on the actions and concerns of the private organization. The Liaison does not take an active part in the management or operations of the private organization. The liaison is mainly an observer.

Membership – individuals that belong to a private organization. Membership, by itself, does not make one an “active participant” as described above.

Minutes – a written summary of a meeting of private organization’s members or officers.

Managerial Fiduciary Responsibility – persons charged with a legal duty to direct or manage an organization. This means service as an officer of a private organization (president, vice-president, secretary, treasurer) or in the role of a member of the board of directors/trustees that includes voting authority for organizational matters, or as a general partner in a partnership. It generally does not include persons who perform advisory roles, or serve in topical committee chair positions. One who exercises fiduciary responsibility for a private organization also would be considered an “active participant”. An individual may exercise fiduciary responsibilities under State law, but not be an officer, director, or trustee (e.g. an accountant, auditor or attorney retained by a private organization). In such cases, the individual still would be an “active participant”.

Management of a Private Organization – legal responsibility for making decisions, including financial decisions, for the private organization. Used synonymously with managerial fiduciary responsibility.

Mutuality of Interest – a demonstrated substantive interest in a subject matter by both the government and a private organization. This is an essential ingredient to any co-sponsorship.

Nonappropriated Fund Instrumentality – it acts in its own name to provide, or assist other DOD organizations in providing MWR and other programs for military personnel, their families, and authorized civilians. As a fiscal entity, it maintains custody of and controls over its NAFs. It is also responsible for the exercise of reasonable care to administer, safeguard, preserve, and maintain prudently those APF resources made available to carry out its function. It is not incorporated under the laws of any State or the District of Columbia and enjoys the legal status of an instrumentality of the United States.

Nonappropriated Funds – cash and other assets received by NAFIs from sources other than Congressional appropriates. NAFs are Government funds used for the collective benefit of those who generate them. These funds are separate and apart from funds that are recorded in books of the Treasurer of the United States.

Official Capacity or Participation – official capacity refers to direct participation with a private organization for the purpose of representing the interests of the Department of Defense or the Federal government. Official participation means that one or more of the following may be said of your participation with the organization: (1) it is derived from your Federal position, title, or authority; (2) it entails official positions or policies of the Department of Defense; (3) it occurs on official time; and (4) it involves expenditure of appropriated funds or nonappropriated funds. Official participation normally does not include taking an administrative role in a private organization, unless specifically required by Federal statute.

Perception of Preferential Treatment – granting special treatment toward one private organization. DOD policy is that all private organizations should be treated the same. If one private organization is allowed to do something, the Commander must be prepared to allow all private organizations to do the same thing.

Personal Capacity or Participation – personal capacity refers to participation in a private organization in one's private capacity. Personal participation means that your participation in the organization is not derived from your federal position, title, or authority; does not entail official positions or policies of the government; does not occur on official time; and does not involve the expenditure of appropriated funds or nonappropriated funds.

Private Organization – a self-sustaining, non-Federal entity, incorporated or unincorporated, which is operated on Army/DOD installations with the written consent of the Garrison Commander or higher authority, by individuals acting exclusively outside the scope of any official capacity as officers, employees, or agents of the Federal Government or its instrumentalities.

Prohibited Activities – any private organization conduct that may discredit the Army, DOD, or the Federal government; impose a financial obligation on the Army or NAFI activities; duplicating or competing with authorized Army or NAFI (MWR or AAFES) activities; distribution or sale of alcoholic beverages by a private organization.

Prohibited Source – as defined by 5 CFR 2630.203d, a prohibited source may be any person who (1) seeks official action by the Department of Defense, (2) does business or seeks to do business with the Department of Defense, (3) conducts activities regulated by the Department of Defense, (4) has interests that may be substantially affected by performance or nonperformance of an employee's official duties, or (5) is an organization with a majority of whose members are described above.

Qualified Auditor – a public accountant or certified accountant licensed by a State or other recognized licensing jurisdiction.

Represent on Behalf of a Private Organization – refers to knowingly attempting to influence an official action on a matter in which the Federal government has an interest by making a communication to, or appearance before, a Federal official or employee. The term does not include the communication of technical information.

Single Entry Accounting System – often called a combined journal system. A simple system of recording transactions on a cash basis. No inventories or accounts receivable or payable are kept.

Special Status Private Organization – a private organization which is authorized limited support as specified in federal statute or DOD policy or directive.