

## PRIVATE ORGANIZATION GUIDANCE

All private organizations must be sanctioned on the installation in order to operate and/or fundraise.

All private organizations must follow the AR 210-22 & AR 600-29.

All private organizations must follow the Garrison Commander's Policy Memorandum No. 13.

All private organizations must follow the DFMWR SOP.

All private organizations must attend the required yearly ethics training. An officer can request two extension with proof of TDY orders. After they must reevaluate their position within the organization.

Fort Gordon tracks only the President, Vice President, Treasurer, and Secretary. (This includes co positions). These are the individuals who must attend the ethics training to be in good standing.

All private organizations must submit signed monthly minutes. If monthly meetings are held, this must be stated in the minutes. If no meeting takes place, they must still submit minutes noting no meeting took place. The President or Vice President, in the Presidents absence, must sign the document.

All private organizations must submit signed monthly financials. It does not matter if a meeting does not take place, this document is due every month. Monthly financial statements must be signed by the Treasurer and President or Vice President, in the Presidents absence.

All private organizations must submit monthly bank statements. A full bank statement for the current month in question will be due. You can get a full month's bank statement by signing into your account, choosing specific dates, and print a PDF file of that current month.

All private organizations must submit the monthly minutes, financials, and bank statements by close of business on the 10<sup>th</sup> of the month. If the 10<sup>th</sup> falls on the weekend the documents are due the following Monday.

All private organizations holding special events, resale or fundraising on post MUST obtain prior approval of DFMWR.

All private organizations must submit proposed changes and/or amendments to local Constitutions and Bylaws through DFMWR for approval.

All private organizations must notify the PO coordinator each time there is a change of officials and must submit a new officers list.

All private organizations are held to the same three mark system created by the PO coordinator. The three mark system holds private organizations accountable for not following the rules and regulations. Once an organization has received a mark it will stay on their file for an entire year before removed. After receiving three marks for non-compliance the PO coordinator will draw up a packet requesting dissolution with documental evidence showing the private organizations history of non-compliance.

All private organization communication is through officers only. Advisors are only included when an organization is not meeting the requirements. (Excluding the FGSCC)

All private organizations must have the required clauses listed within their Constitution and/or Bylaws.

All private organizations must submit an annual activity report for the preceding year (within 30 days of the start of the New Year).

All private organizations must submit an annual per calendar year audit (within 45 days after the end of the calendar year).

All private organizations automatically expire 2 years from the date of last approval, unless revalidated prior to the expiration date.

All private organizations must submit revalidation request along with all required documentation, no less than 90 days before expiration of the 2-year approval.

Once an organization has expired or been dissolved, they must wait 12 months before reapplying establishment.

## PRIVATE ORGANIZATION ESTABLISHMENT REQUIRMENTS

- Letter requesting establishment of organization (must include a wet signature).
- List of current officers which includes title, name, physical addresses, phone numbers, and email address.
- Proof of liability insurance and/or request for liability waiver
- National Constitution/Bylaws (if affiliated with a national organization as a sub-chapter).
- Local Constitution/Bylaws (must incorporate required clauses).
- IRS Employee Identification Number or Tax Exempt Status.

## PRIVATE ORGANIZATION REVALIDATION REQUIRMENTS

- Letter requesting establishment of organization (must include a wet signature).
- List of current officers which includes title, name, physical addresses, phone numbers, and email address.
- Proof of liability insurance and/or request for liability waiver
- Annual Audit Report (2 years' worth).
- Annual Activity Report (2 years' worth).
- Fidelity Bond Coverage (if monthly cash flow is over \$500.00).
- National Constitution/Bylaws (if affiliated with a national organization as a sub-chapter).
- Local Constitution/Bylaws (must incorporate required clauses).
- IRS Employee Identification Number or Tax Exempt Status.
- PO Checklist (created by PO coordinator).