



# 417th Base Support Battalion *Commander's Policy*

Policy Number: 7-5

AETW-WG-WJ

Date: 1 September 2004

SUBJECT: Private Organizations

1. **REFERENCE:** USAREUR Regulation (UR) 210-1, 22 Feb 94, Private Organizations on Department of the Army Installations.

2. **PURPOSE:** This letter prescribes policy and principles governing the establishment, administration and operation of Private Organizations (PO).

3. **SCOPE:** This policy applies to all POs established and operated in the 417th Base Support Battalion (BSB). A PO is a self-sustaining, non-federal entity, incorporated or unincorporated, established in a United States military community with the written consent of the Directorate of Community Activities (DCA) and/or higher authority and operated by individuals acting outside any official capacity as officers, employees, or agents of the Federal Government.

#### 4. **POLICY:**

a. POs conducting their activities within the 417th BSB on a continuing basis must obtain the written consent of the DCA. Approved POs are entitled to banking privileges.

(1) Informal organizations (i.e., cup and flower funds, coffee funds, Family Support Groups, unit support groups) may request military banking privileges with approval of the unit commander.

(2) Religious organizations that make and manage funds, and are not a part of the Department of the Army Chapel Program, must receive approval to operate as a PO. The request must include a Community Chaplain endorsement letter.

(3) Scouting organizations require verification of the local troop's affiliation status and submission of the following documentation:

(a) A letter of standing from the parent organization.

(b) A copy of the parent organization's constitution and bylaws, accompanied by a statement that the local troop has adopted the parent organization's constitution and bylaws without change.

(c) A statement concerning the scope of local activities.

(4) Groups that consist primarily of host nation personnel will not be approved to operate as POs. These organizations are not authorized use of military banking facilities and are restricted from conducting any fund-raising activity within or upon a military installation.

b. Authorization to operate in a military community in USAREUR is granted for two years. Military banking privileges are only granted after approval.

c. Requests for renewal of authorization to operate must be submitted 90 days prior to the current authorization expiration date.

d. Applications for approval and biennial renewal will include the following documents:

(1) Two copies of the approved constitution and bylaws (for renewals, submission required only if constitution and bylaws have been changed), IAW UR 210-1, Appendix A.

(2) One copy of the annual audits of the previous two years (for renewals only).

(3) List of organization's officers with addresses and telephone numbers.

(4) A summary of any major changes in the organization or operation (for renewals only).

e. Upon approval as a PO, the following documents must be submitted to the BSB Fund Control Branch, ATTN: AETV-WG-WJC, APO AE 09031, on a regular basis:

(1) A copy of the approved membership meeting minutes after each regular or special meeting.

(2) One copy of monthly/quarterly financial statements when prepared.

(3) Organizations having gross annual revenue of \$1,000 or more, must submit a copy of the audit report annually or upon change of treasurer, whichever occurs first. Each PO is responsible for obtaining audits and the associated costs. Qualifications, addresses and phone numbers of auditors must be documented on the audit report.

(4) An updated address/telephone list of the organization's officers.

(5) Organizations maintaining \$1,000 or more in their checking accounts are required to obtain bonding insurance.

(6) The president and treasurer must attend the annual PO briefing conducted by the 98th Area Support Group (ASG).

f. The approving authority may withdraw approval at any time and close the organization's bank account if the organization does not comply with the above requirements. Residual assets will be disposed of in accordance with the dissolution statement in the constitution and bylaws, or deposited into the USAREUR Morale, Welfare and Recreation Fund (UMWRF) account.

g. Authorized Activities:

(1) Organization activities will be limited to those provided for in the approved constitution and bylaws.

(2) Expenditures will be limited to those required in support of the activities listed in the constitution and bylaws.

(3) Minor fund-raising activities are open to the organization's members and bona fide guests only. Approval of the DCA is not required for minor fund-raising activities.

(4) Major fund-raising activities are those open to both PO members and non-members and can be held only with prior written approval of the DCA. Submit requests to the 417th BSB Fund Control Branch, ATTN: AETV-WG-WJC, APO AE 09031, or the respective Area Support Team (AST), two weeks prior to the event. There is no limit to the number of major fund-raisers an approved PO may request. POs are responsible for arranging facility use and contacting the appropriate facility manager and AST Commander prior to submission of the request.

(a) When fund-raising raffles are conducted, participation is limited to members of the U.S. Forces and persons 18 years and older. The PO must comply with UR 210-1.

(b) Fund-raising activities will not interfere or compete with MWR activities.

(c) Fund-raising activities will not be conducted in areas outside the military installation.

(d) An after action report must be submitted to the DCA within 45 days after the fund-raising event. Failure to submit will delay approval of any future fund-raising requests. Total funds earned must be in the after action report as well as to where/whom the 70% donations are going.

h. Resale Activities.

(1) POs will not engage in resale activities except:

(a) Thrift Shop sales of used clothing and used or hand-crafted merchandise.

(b) Occasional fund-raising sales approved by the DCA.

(c) Other activities authorized by the Commanding General, USAREUR (AEAGA-G).

(2) POs will not engage in activities competing with military community Appropriated or Non-Appropriated fund activities. POs must coordinate with AAFES, the Commissary, Area Support Team and NAFIs when conducting resale related activities at their respective facilities.

(3) A PO operating primarily as a venture, solely to make group purchases, savings or to increase the organization wealth or membership, is prohibited.

i. Logistical Support. POs will furnish or procure equipment, supplies and other materials at their own expense. Government owned excess equipment may be loaned or rented to a PO physically located in a military community; however, the equipment must directly relate to the PO purpose and function. Additionally, the PO must pay any repair or replacement costs, other than fair wear and tear, for equipment damaged or lost by PO members. Meeting space, official distribution channels and banking facility use is authorized.

j. Equipment Repair. Appropriated or Non-Appropriated funds will not be used to repair PO owned equipment.

k. Tax Exemption Certificates. POs are subject to payment of Value Added Tax (VAT) for purchases made on the local economy. Limited VAT relief may be granted in accordance with UR 210-1.

l. BSB Commander or delegated representative responsibilities. The BSB Commander, or delegated representative, will ensure each PO operates in compliance with existing regulations, to include the following:

(a) Approving POs to operate in the community.

(b) Conducting formal inspections/records audits when questionable situations arise.

(c) Monitoring and reviewing biennial renewal requests.

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(d) Withdrawing authority to operate and closing military bank accounts if regulatory requirements and/or constitution and bylaws are not adhered to.

5. **PROPONENT:** 417th BSB, Directorate of Community Activities, DSN 355-1550.

A handwritten signature in black ink, appearing to read 'THOMAS H. FASS', is written over the typed name.

THOMAS H. FASS

LTC, EN

Commanding