

The Establishment of or Revalidation of a Private Organization (PO)

Directorate of Family and Morale, Welfare, and Recreation (DFMWR)
Building 681
West Point, New York 10996
POC: Tara McCormick

Contact this office if you have any question (845) 938-8455.

In accordance with Army Regulation 210-22, "Private Organizations on Department of the Army Installations", the following paperwork must be provided with your application:

- Completed application
- Constitution
 - Statement of the dissolution (disposition of remaining assets on breakup of the PO).
 - Statement of liability, if assets are not enough to cover all PO liabilities. Also, it will address the extent of the PO members' personal liability for debts of, or claims against, the PO.
- By-laws
- Current Officers (addresses, phone numbers, & e-mail)
- Minutes of last three Membership Meetings
- Financial Statement
- Audit (if gross annual revenue exceeded \$1000 an audit is required)
- Copy of Tax Status Determination letter from the IRS.
- Copy of last two years Exempt Organization Business Income Tax Returns (form 990)
- Copy of liability insurance coverage
- Copy of registration letter from NYS Charities Bureau (if annual revenue exceeds \$25, 000)
- Copy of written authorization to use "West Point" in your clubs name.

3. Enclosed is a copy of AR 210-22. "Private Organizations on Department of the Army Installations". It must be read and a statement of acknowledgment must be signed stating you have read and understand the regulations.

4. This application takes approximately 3-4 weeks to process. You will receive a letter of authorization upon approval by the Office of the Garrison Commander.

5. Approval is valid for two years. A revalidation must be obtained through written request to MWR office 90 days prior to expiration to avoid a lapse in your authorization.

6. You're PO many need to register with NYS Charities Bureau. Contact NYS Office of the Attorney General at (845) 485-3900 or visit their webpage at www.oag.state.us/charities.html.

Application: Private Organizations (PO)
(Please check box below for new or revalidation)
DO NOT ALTER APPLICATION FORMAT

New

Revalidation

Date: _____

Name of Organization: _____

1. Briefly list PO's major purposes/missions:

2. Briefly list any major changes in PO activities, membership requirements, officers, objectives, organization, constitution, bylaws, use of funds, and management functions:

3. List all annual fundraising activities:

4. Do you have authorization to use "West Point" in your clubs name? *(Submit record of permission given) Call (845) 938-4443 for more information.*

5. List your current officers; *(include name, address and phone.) (Please print or type.)*

President: _____
Address: _____

Phone: _____
Cell: _____
E-mail: _____

Secretary: _____
Address: _____

Phone: _____
Cell: _____
E-mail: _____

Vice President: _____
Address: _____

Phone: _____
Cell: _____
E-mail: _____

Treasurer: _____
Address: _____

Phone: _____
Cell: _____
E-mail: _____

MEMORANDUM OF UNDERSTANDING
BETWEEN
THE UNITED STATES ARMY GARRISON, WEST POINT, NY
AND

Private organization (PO) name

SUBJECT: Acknowledgment of post regulations, procedures, and acceptable practices.

1. The above PO acknowledges that they have read and understand Army regulation 210-22 "Private Organizations on Army Installations". The PO also acknowledges that they have completed and satisfied all Federal, state, and local government requirements. Further the PO acknowledges the below restrictions and guidelines:

a. The PO will neither propagate extremist activities nor advocate violence against others or the violent overthrow of the Government.

b. PO activities will not seek to deprive individuals of their civil right.

c. All fundraising and events must receive prior approval from the Office of the Garrison Commander.

d. The PO is not entitled to Army services. This includes legal, audit, transportation, postal, printing, information management activities, clerical, financial, copying, or procurement services.

e. If PO utilizes Government facilities, PO agrees to reimburse the Government for utilities and maintenance expenses (unless use is incidental).

f. Neither the United States Army Garrison, West Point nor the Government will have any liability for the above named PO's action or debts.

g. The installation commander may revoke permission to operate at any time

h. The PO understands the installations may impose further restrictions and guidelines

By signing this MOU the PO acknowledges they will abide by all installations regulations and guidelines.

President

Vice President

(Date)

(Date)