

## Private Organization AR 210-22 Checklist

Please allow two weeks for a response.

The following documents and statements are required by AR 210-22 when a Private Organization (PO) applies to operate on post:

\_\_ A statement from PO's initial request to operate on the installation and, for revalidation, subsequent requests to continue.

\_\_ Charter, articles of agreement, constitution, bylaws, or other authorization documentation (Signed and dated) acceptable to the installation commander. If affiliated with a national, regional or State organization, the PO will include documentation of the parent organization.

\_\_ Updated Signed Constitution & Bylaws if operating under previously approved/submitted Constitution & Bylaws, PO must include in his/her statement to revalidate the Constitution and Bylaws currently operating under. (When Revalidating)

\_\_ Any other documentation that states the PO's nature, functions, objectives (including planned use of funds), and activities. If not included in the PO's Constitution and Bylaws

\_\_ A statement indicating that the installation commander may revoke permission to operate at any time. 2-1(1) (b).

\_\_ An explanation of 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 PO). (2-1(2) (c))

\_\_ A statement of the PO's liability, if assets are not enough to cover all PO 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 PO members' personal liability for debts of, or claims against, the PO. (2-1(2)(d)).

\_\_ 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) if not already included in the PO's Constitution and Bylaws. (2-1(2) (e)).

\_\_ A statement that the PO will neither propagate extremist activities nor advocate violence against others or the violent overthrow of the Government, if not already included in the PO's Constitution & Bylaws. (2-1(2) (f)).

\_\_ Statement that PO activities will not seek to deprive individuals of their civil rights.. (2-1(2) (g))

\_\_ List of current PO Officers must be submitted with packet and if there is ever a change, a list of updated officers must be provided immediately (Names, addresses, phone numbers of officers and titles.)

\_\_ Copy of PO's IRS Letter assigning Employer Identification Number (EIN).

\_\_ Proof of Liability Insurance (3-2(a))

\_\_ In addition to proof of liability insurance, PO must provide **proof of Fidelity bonding** purchased by an organization for members or employees handling monthly cash flow exceeding **\$500.00**. (Bonding will be equal to the normal maximum amount of cash handled. Use as needed) (3-2(b))

Documents may be submitted by e-mail to Ms. Berenice Torres – [Berenice.C.Torres.naf@mail.mil](mailto:Berenice.C.Torres.naf@mail.mil) or mailed to the following address:

Directorate of Family and Morale, Welfare and Recreation  
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