

Installations
Private Organizations (POs)

History. This is an administrative revision. Portions affected by this revision are listed in the summary of change.

Summary. This regulation sets forth policies, guidelines, and responsibilities governing private organizations (POs) operating on the installation, with the oversight of the Army's Family and Morale, Welfare, and Recreation programs.

Applicability. This regulation applies to all POs operating on the installation.

Supplementation. Local supplementation of this regulation is prohibited except upon approval of the Directorate of Family and Morale, Welfare, and Recreation (DFMWR).

Suggested Improvements. The proponent of this regulation is the DFMWR. Users are invited to send comments and suggest improvements to the DFMWR Private Organization Coordinator, ATTN: IMWE-HOD-MW, PO Box X, Fort Hood, Texas 76544.

FOR THE COMMANDER:

PAUL E. FUNK II
Colonel, GS
Chief of Staff

Official:



CHARLES E. GREEN, SR.
Director, Human Resources

DISTRIBUTION:
IAW FH FORM 1853: S

Contents

Overview, 1, page 4

Purpose, 1a, page 4

References, 1b, page 4

Abbreviations and terms, page 4

Summary of change, 1d, page 4

Applicability, 1e, page 5

Private organization (PO) description, 1f, page 5

Restrictions, 1g, page 6

Supplies and equipment, 1h, page 6

Electronic communication, 1i, page 6

Private organization (PO) membership and employment, 1j, *page 7*
Approval of private organizations (POs), 1k, *page 8*

Explanation of Terms, 2, page 8

Private organizations (POs), 2a, *page 8*
Military installation, 2b, *page 8*
Department of Defense (DOD) personnel, 2c, *page 9*

Responsibilities, 3, page 9

Directorate of Family and Morale, Welfare, and Recreation (DFMWR), 3a, *page 9*
Requirements, 3b, *page 10*
Use of facilities, 3c, *page 11*

Procedures for Approval of a Private Organization (PO), 4, page 11

Procedures, 4a, *page 11*

Approving Authority, 5, page 12

Private organizations (POs), 5a, *page 12*
Informal funds, 5b, *page 12*
Approval, 5c, *page 13*

Accounting Records, 6, page 14

Adequate accounting records, 6a, *page 14*
Audit of private organizations (POs), 6b, *page 15*

Contractual Services, 7, page 17

Contracts and agreements, 7a, *page 17*

Support of Private Organizations (POs), 8, page 17

Support, 8a, *page 17*
Contributions and donations, 8b, *page 17*
Resale and fundraising events, 8c, *page 17*

Bonding, 9, page 18

Bond requirement, 9a, *page 18*

Insurance, 10, page 19

Insurance protection, 10a, *page 19*

Records, 11, page 19

Record keeping, 11a, *page 19*

Appendices

- A. References, *page 21*
- B. Classification System for Private Organizations, *page 22*
- C. Minimum Requirements for Constitution and Bylaws, *page 25*
- D. Application for Approval of a Private Organization (PO) to Operate on Fort Hood, *page 30*

Figures

- C-1. Constitution, *page 25*
- C-2. Bylaws, *page 28*

Glossary, *page 31*

OVERVIEW

1**Purpose**

This regulation prescribes basic policy and principles governing the establishment and operation of private organizations (POs) on Fort Hood.

1a**References**

Required and related publications are listed in appendix A.

1b**Abbreviations and terms**

Abbreviations and terms used in this regulation are explained in the glossary.

1c**Summary of change**

Specifically, this revision dated 2 January 2009 –

- Changes Directorate of Personnel and Community Activities to Directorate of Family and Morale, Welfare, and Recreation (DFMWR).
- Replaces AR 210-1 (Private Organizations on Department of the Army Installations and Official Participation in Private Organizations) with AR 210-22 (Private Organizations on Department of the Army Installation).
- Adds reference to AR 608-1 (Army Community Service Center).
- Increases limit for net worth value of informal funds to 5,000 dollars.

1d

Applicability

This regulation applies to POs:

- As defined in AR 210-22.
- Which conduct activities on Fort Hood on a continuing basis.
- Which are not excluded from military control by specific regulatory determinations.

Type 1 (federally-sanctioned organizations) activities are monitored by proponent staff agencies for respective authorization.

This regulation does not apply to POs not operating on the military installation.

During full mobilization, requirements of this regulation remain in full effect.

1e

Private organization (PO) description

POs permitted to operate on Fort Hood:

- Are not instrumentalities of the United States government.
- Are not official activities of the government and contribute greatly in promoting social, cultural, and welfare activities on the installation through the voluntary efforts of their members.
- Are not exempt from state or local laws, because they operate on federal property.
- Are designed for off-duty recreational, welfare, and social needs of the military.

Commanders are encouraged to support these activities as authorized by AR 210-22.

(continued on next page)

Private organization (PO) description (continued)

POs must significantly advance and improve the quality of life on Fort Hood.

- POs are required to be self-sustaining.

1f

Restrictions

POs:

- Are prohibited from receiving command support, other than authorized by the Joint Ethics Regulation (JER), AR 210-22, and this regulation.
- Are prohibited from conducting activities to provide morale, welfare, and recreation (MWR) services already provided by the Army.
- Will not be duplicated, created, operated, or administered for commercial and fundraising purposes.
- Are prohibited to operate as a business venture solely to make group purchase savings, obtain group insurance rates, or increase the wealth of the organization or its members.

1g

Supplies and equipment

POs must furnish or procure equipment, supplies, and materials at their own expense.

Government owned supplies and equipment (to include copiers and computers) may be loaned or rented to a PO; however, the equipment must be directly related to the purpose and function of the PO.

1h

Electronic communication

Information about PO events of general interest to Department of Defense (DOD) personnel may be disseminated as part of the command information program using electronic mail (E-mail) and similar bulletin board services using the following procedures:

(continued on next page)

Electronic communication (continued)

- All proposed messages and announcements must:
 - Be screened by the Directorate of Family and Morale, Welfare, and Recreation (DFMWR) prior to sending.
 - Avoid the appearance of Department of the Army (DA) endorsement of any PO.
 - Not be used for:
 - PO membership campaigns.
 - Recruitment.
 - Fundraising.

Use of rank is authorized to identify member point of contacts (POCs); However, official phone numbers should not be used. PO activities must be conducted during off duty hours.

1i

Private organization (PO) membership and employment

The majority of membership will be composed of DOD personnel (see paragraph 2c for definition of DOD personnel).

- POs must:
 - Follow all labor law.
 - Not discriminate in membership or employment based on:
 - Sex.
 - Age.
 - Religion.
 - Race.
 - Color.
 - National origin.
 - Marital status.

1j

Approval of private organizations (POs)

Approval to operate on Fort Hood will be granted only to POs which conduct their activities on a continuing basis.

POs that conduct their activities off-post and request recognition solely to qualify for use of military facilities or fundraising events will not be approved.

POs not approved in accordance with (IAW) this regulation are not permitted the use of any military facilities or services.

POs requesting approval to operate on the installation that duplicate the activities of approved private organizations will not be approved.

1k

EXPLANATION OF TERMS

2

Private organizations (POs)

A PO is:

- Financially self-sustained nongovernmental organization or association.
- Constituted, established, and operated by individuals acting exclusively outside the scope of their official capacity as:
 - Officers.
 - Employees.
 - Agents of the government.

Classification of POs are listed in appendix B.

2a

Military installation

A military installation includes any facility or area under the control of the United States Army.

2b

Department of Defense (DOD) personnel

DOD personnel includes:

- Active duty Soldiers.
- Retired military members.
- Members of reserve components.
- Immediate Family member of above.
- Surviving spouses and dependents of active and retired military personnel.
- Local DOD civilian employees.
- Other civilians as authorized by the Installation Commander.

2c

RESPONSIBILITIES

3

Directorate of Family and Morale, Welfare, and Recreation (DFMWR)

DFMWR is responsible for the appointment of a PO Coordinating Officer (POCO) who will:

- Monitor activities of Fort Hood POs.
- Ensure compliance with applicable regulations.
- Coordinate approval and /or disapproval of POs and their activities on Fort Hood.
- Compare information from the POs minutes with the approved constitution and bylaws, and applicable regulations to ensure activities conducted are authorized.

3a

Requirements In order to limit the manpower necessary to monitor PO activities, POs will adhere to the following requirements.

POs authorized to exist on Fort Hood will:

- Request revalidation and submit an updated constitution and bylaws for approval biennially.
- Approval to exist on Fort Hood will automatically be withdrawn if requests for revalidation are not received at least 30 days prior to expiration date.
- Provide the POCO with:
 - A current list of club officers.
 - Phone and email to contact the club officers.
 - Any organizational restrictions precluding Fort Hood from providing information concerning board members to outside sources.
 - Minutes and financial statements of club meetings not less than monthly or as specified in POs constitution and bylaws.
- Submit audit annually or upon change of treasurer to the POCO.
- Staff, by DFMWR, minutes and financial statements to the Fort Hood Commander for review and approval.
- Strictly adhere to the requirements listed in:
 - This regulation.
 - AR 210-22.
 - AR 215-1 (Military Morale, Welfare, and Recreation Programs and Nonappropriated Fund Instrumentalities) and AR 608-1.
 - JER, Department of Defense Directive (DODD) 5500.7-R.

3b

Use of facilities

Pos may request space for short periods of time to:

- Conduct regular organizational meeting.
- Conduct other occasional and nonrecurring PO sponsored events, IAW AR 210-22.

POs are responsible for:

- Coordinating with facility managers.
- Making final arrangements for the use of facilities for:
 - Meetings.
 - Special events.
 - Fundraisers.

3c

PROCEDURES FOR APPROVAL OF A PRIVATE ORGANIZATION (PO)

4

Procedures

Applications for approval of a PO to operate on Fort Hood will be submitted to DFMWR.

A sample request format is at appendix D.

The DFMWR POCO will:

- Forward applications of POs to the appropriate staff agencies for:
 - Review.
 - Recommendations.
 - Approval.

Applications for approval to operate on Fort Hood will include two copies of the proposed constitution and bylaws along with the request to operate and/or continue to operate memorandum signed by the president and secretary.

(continued on next page)

**Procedures
(continued)**

POs will submit a copy of their:

- National constitution and/or bylaws.
- Local constitution and/or bylaws.

Appendix C lists the minimum requirements for a constitution and bylaws (any of the provisions of appendix c that do not apply to a particular type of PO should not be included).

4a

APPROVING AUTHORITY

5

**Private
organizations
(POs)**

POs may operate or function on Fort Hood only with the written consent of the Garrison Command, III Corps and Fort Hood, or his designated representative, except for organizations defined in Paragraph 5b.

5a

Informal funds

Certain unofficial activities, whose net worth does not exceed \$5,000 dollars, may operate on Fort Hood without obtaining official recognition from the Installation Commander as a Type 3 independent PO based on their:

- Limited scope.
- Activities.
- Membership.
- Financial status.

Examples of unofficial funds are:

- Office coffee funds.

(continued on next page)

**Informal funds
(continued)**

- Cup and flower funds.
- Christmas party funds.
- Annual picnic funds.

Informal funds are subject to the following:

- Each informal fund will have one individual responsible for:
 - Fund custody.
 - Accounting.
 - Documentation.
- The fund custodian will:
 - Administer fund business during off duty time.
 - Maintain an informal standing operating procedure (SOP).
 - Report at least annually to his or her supervisor concerning the fund's existence, purpose, and financial status or upon occurrence or suspicion of irregularities associated with the fund.

Informal funds will be used only for expenses consistent with the purpose and function of the fund and will not be expend contrary to interests.

Contact DFMWR, ATTN: IMWE-HOD-MW, for clarification and interpretation of appropriate classification for private organization versus limited scope informal funds.

5b

Approval

Approval for a PO to operate on Fort Hood:

- Is not granted for more than 2 years at a time and may be withdrawn at any time.

(continued on next page)

**Approval
(continued)**

- By the Garrison Commander for failure to adhere to the requirements of AR 210-22 or this regulation.
- Must be renewed biennially subject to compliance with this regulation during the current period.

The PO retains a copy of the approval in a permanent file for inspection purposes.

5c

ACCOUNTING RECORDS

6

**Adequate
accounting
records**

Adequate accounting records for the organization will be maintained to reflect the:

- Assets.
- Liabilities.
- Net worth.
- Financial transactions.

A SOP describing the accounting system used by the organization will be prepared and maintained in a permanent file for reference and inspection purposes.

Inspections will be conducted:

- At the discretion of the Garrison Commander.
- Using staff agencies.
- To ensure that private organizations are complying with:
 - AR 210-22.
 - This regulation.
 - The approved constitution and/or bylaws.
 - The SOP of the organization.

(continued on next page)

**Adequate
accounting
records
(continued)**

Financial transactions will be supported by:

- Invoices.
- Collection sheets.
- Canceled checks.
- Other supporting documents, as applicable.

Adequate accounting records will be maintained for cash and other assets.

Quarterly financial statements (e.g., balance sheet, profit and loss statement) will be prepared and provided to the membership upon request and the POCO for staffing and approval.

6a

**Audit of
private
organizations
(POs)**

POs with gross annual revenue of 1,000 dollars or more will be audited:

- At least every 2 years.
- When changing treasurers.
- At the POs expense.

The following provisions apply:

- POs using a double entry accounting system, regardless of source of income over 1,000 dollars, will be audited by a qualified auditor.
- Single entry accounting systems will be audited as follows:
 - Income from contributions, dues, and assessments will be audited by a PO member who holds no office, is at least 18 years of age, or a qualified auditor.
- When engaged in resale or fundraising activities, POs must be audited by either an appointed committee of three PO members

(continued on next page)

**Audit of
private
organizations
(POs)
(continued)**

who hold no office or a qualified auditor.

The audit will include, as a minimum:

- A balance sheet.
- A thorough check that transactions are properly recorded and accounts are properly posted.
- An inventory of organization-owned property.
- Written narrative from the auditor verifying financial statements are accurate.
- Review by the executive board and membership.

Upon change of treasurer, the audit will include, as a minimum:

- A cash count of all cash on hand.
- Reconciliation of cash in the bank.
- A test check of accounts receivable.
- A reconciliation of accounts payable and other liabilities.

Audits and supporting financial records will be retained by the organization for a minimum of 2 years following the completion of the audit.

A copy of the completed audit will be furnished to the POCO for staffing and approval.

Type 2 POs with financial statements audited by their national headquarters may submit a copy of such an audit in lieu of the prescribed audit.

6b

CONTRACTUAL SERVICES

7

Contracts and agreements Contracts and agreements negotiated and entered into by POs will state neither the Army, United States government, or the Nonappropriated Fund:

- Liability.
- Default.
- Dispute arising out of this contract (agreement).

7a

SUPPORT OF PRIVATE ORGANIZATIONS (POs)

8

Support Commanders will not impose restrictions that require Soldiers to join or support any PO or PO sponsored activity.

Such support will be determined by the governing body of the organization IAW their approved constitutions and bylaws.

8a

Contributions and donations Contributions and donations by POs to nonappropriated fund instrumentality (NAFIs) may be offered IAW AR 215-1.

NAFIs are prohibited by AR 215-1 from making contributions and donations to POs.

Organizations accepting such unauthorized contributions and donations will be required to make restitution.

8b

Resale and fundraising events The Garrison Commander must approve special events and fundraising activities to include:

- Bazaars.
- Fairs.

(continued on next page)

Resale and fundraising events (continued)

- Fun runs.
- Bake sales.
- Car washes.

Only two organizations will be authorized to conduct a fundraiser on any given day at the same location. Only one organization will be authorized to conduct a fundraiser bagging groceries a month at any location.

Requests for fundraising events will be approved on a first-come, first-serve basis.

Organizations wishing to conduct a fundraising event are responsible to coordinate specific arrangements and final approval for the use of facilities with facility managers for permission to conduct the fundraiser.

Garrison Commanders may authorize the use of military personnel, appropriated fund (AF) or nonappropriated fund (NAF) civilians to support special events that may benefit POs.

Resale operations that conflict or interfere with facility operation will not be permitted. POs desiring to have such events will apply to DFMWR for staffing and approval at least 30 days in advance.

Requests for approval should be sent to DFMWR POCO, ATTN: IMWE-HOD-MW, PO Box X, Fort Hood, Texas 76544-5056.

8c

BONDING

9

Bond requirement

Bonding of officials or employees of POs who have access to cash that exceeds 1,000 dollars, that position will be *covered* by a position schedule (fidelity insurance) bond:

- Procured at organization expense.
- Amount sufficient to provide adequate protection of assets.

(continued on next page)

Bond requirement (continued)

- Assets include:
- Cash on hand.
 - Cash in bank.
 - Resale merchandise.

9a

INSURANCE

10

Insurance protection

POs are responsible for obtaining adequate insurance as protection against public liability claims, property damage claims, or other legal actions arising from activities of the PO or PO members acting on its behalf.

10a

RECORDS

11

Record keeping

- The POCO will maintain:
- Record of POs authorized to operate on the installation.
 - A copy of the constitution and bylaws.
 - Correspondence pertaining to the approval of the organization's requests to operate on the installation.
 - A copy of the minutes and financial statements.
 - A copy of audit reports.

(continued on next page)

**Record
keeping
(continued)**

Each PO will maintain a similar permanent file which will contain, as a minimum, the following documents:

- Original approval to operate on the installation.
- Approved minutes and financial statements.
- Most recent audit report.
- Accounting SOP.
- Copy of this regulation and AR 210-22.
- Documents necessary for proper operation of the organization by successor officials and employees.

11a

2 January 2009

III CORPS & FH REG 210-56

**Appendix A
References**

**Section I
Required Publications**

AR 210-22

Private Organizations on Department of the Army Installation (Cited in para 1d, 1e, 1f, 3b, 3c, 5c, 6a, and 11a)

AR 215-1

Military Morale, Welfare, and Recreation Programs and Nonappropriated Fund Instrumentalities (Cited in paras 3b and 8b)

AR 608-1

Army Community Service Center (Cited in paras 1d and 3b)

DODD 5500.7-R

Joint Ethics Regulation (Cited in para 3b)

**Section II
Related Publications**

This section not used.

**Section III
Prescribed Forms**

This section not used.

**Section IV
Referenced Forms**

FH Form 1853
Distribution Scheme

Appendix B
Classification System for Private Organizations

1. Types of private organizations:

- Type 1 – Federally-sanctioned.
- Type 2 – Affiliated.
- Type 3 – Independent.

2. Subtypes of private organizations:

- Financial institutions.
- Community services, fraternal, and benevolent.
- Sports, hobbies, and crafts.
- Distaff organizations.
- Professional, scientific, and management.
- Religious groups.

3. Examples of private organizations by type and subtype (does not include special interest groups operating under AR 215-1).

- Type I – Federally-sanctioned.
 - Subtypes:
 - Financial institutions.
 - Community services, fraternal, and benevolent.
 - Banks.
 - Component relief and/or aid organizations (Army Emergency Relief [AER]).
 - Credit unions.

- Red Cross.
- United Services Organization (USO).
- Labor –management.
- Youth groups.
- Employee’s Associations.
- Association of Managers and Supervisors.
- Girl Scouts.
- Boy scouts.
- Type 2 – Affiliated.
 - Subtypes:
 - Professional, scientific, and management.
 - Engineering or scientific.
 - Nurses.
 - Personnel management.
 - Financial management.
 - Veterans organizations.
 - Parent-Teachers Association (PTA).
 - Ethnic group affiliations.
 - Affiliated community service clubs.
 - Sports, hobbies, and crafts.
 - Distaff organizations.

- Affiliated hobby and craft.
- Organizations other than special interest groups.
- Type 3 – Independent.
 - Subtypes:
 - Sports, hobbies, and crafts.
 - Community services, fraternal, and benevolent.
 - Model clubs.
 - Thrift shops.
 - Stamps, coin, other collectors.
 - Kindergartens.
 - Theater and dance.
 - Social problem study groups.
 - Investment clubs.
 - Distaff organizations.
 - Professional, scientific, and management.
 - Wives club.
 - Local, independent, unaffiliated organizations or groups.
 - National origin clubs.

Appendix C
Minimum Requirements for Constitution and Bylaws

Overview. The constitution and bylaws should contain the items set forth in the following articles to the extent that they apply to the specific organizations. Any of these provisions that clearly do not apply to a particular type of private organization should not be included.

This format is a sample only and PO constitutions and bylaws need not follow this format in the order listed in Figure C-1.

<p>CONSTITUTION</p> <p>(Organization Title)</p> <p>Article I</p> <p>Name and Address of Organization</p> <p>Include in this article the designation of the approving authority (the installation IAW AR 210-22 and FH Reg 210-56).</p> <p>Article II</p> <p>Purpose of Organization</p> <p>The purpose must include a statement that specifies the organization shall contribute to the advancement and improvement of the quality of life on the installation.</p> <p>Article III</p> <p>General Provisions</p> <p>1. Include in this section statements required by AR 210-22 and this regulation such as the statement of personal liability (e.g., the organization is <u>not</u> an instrumentality of the United States, must be self-sustaining, and may <u>not</u> receive financial assistance from the Army or nonappropriated funds) in case of PO fund deficiency and licensing</p>

Figure C-1. Constitution

or registration of activities as required by law (for bingo, raffle, insurance, resale, etc.). Any documentation such as a license or certificate of registration should be attached to the constitution and bylaws, and noted in this section.

2. An affirmative anti-discrimination statement. This is a mandatory item required in constitutions as follows:

This organization fully supports the Fort Hood policy on equal opportunity and will not discriminate in membership eligibility on the basis of race, color, religion, national origin, or sex. This organization will neither accept invitations from nor participate in any activity or organization that does not conform to Fort Hood policy, or that discriminates on the basis of race, color, religion, national origin, or sex.

Article IV

Governing Body

Article V

Membership of Patronage

1. Define eligibility requirements for membership.
2. Procedure for withdrawal of membership.
3. Rules pertaining to guests.
4. Members receiving a salary or payment for organization duties will be nonvoting members. In the event the organization does not have members receiving a salary, a statement to that effect should be included.

Article VI

Method of Financing (be specific)

Define how the organization will be self-sustaining. Fundraising events should be addressed.

Figure C-1. Constitution (continued)

<p style="text-align: center;">Article VII</p> <p style="text-align: center;">Activities</p> <p style="text-align: center;">Article VIII</p> <p style="text-align: center;">Meetings and Quorums</p> <p>Define the percentage of members constituting a quorum. Address the frequency and place of meeting, to include the manner in which the membership or members of the governing body, or both, are notified.</p> <p style="text-align: center;">Article IX</p> <p style="text-align: center;">Dissolution</p> <p>If the organization is dissolved, funds in the treasury at the time will be used to meet any outstanding debts, liabilities, or obligations. The balance of these assets will be disposed of as determined by the membership. Include a statement specifying who will be responsible in the event liabilities exceed assets.</p> <p style="text-align: center;">Article X</p> <p style="text-align: center;">Adoption and Amendments</p> <ol style="list-style-type: none">1. Describe the powers of the governing body or general membership to make amendments.2. Define procedures for amendments. The statement "Amendment to the constitution and bylaws are subject to final approval by the installation commander" must be included.3. Define provisions for annual review of the constitution and bylaws.

Figure C-1. Constitution (continued)

<p style="text-align: center;">BYLAWS</p> <p style="text-align: center;">Article I</p> <p style="text-align: center;">Duties of Officers</p> <p style="text-align: center;">Article II</p> <p style="text-align: center;">Elections and Voting</p> <ol style="list-style-type: none">1. Describe when, where, and how elections are accomplished.2. Address terms of office and procedures for replacing the incumbent if the office becomes vacant.3. Describe procedures for announcing elections.4. Describe representation of governing bodies when the organization consists of more than one organization or sub-organization. <p style="text-align: center;">Article III</p> <p style="text-align: center;">Dues or Fees</p> <ol style="list-style-type: none">1. Address dues or fees, how they are established, and payable. <p style="text-align: center;">Article IV</p> <p style="text-align: center;">Standing Committees</p> <p>Describe the manner in which special committees or boards will be appointed, their tenure, dissolution, and scope of responsibility.</p>

Figure C-2. Bylaws

<p>Article V Finances and Taxes</p> <p>1. Describe methods and procedures for financial accounting, to include, if appropriate, preparation of an operating budget.</p> <p>2. Procedures for an annual or change of treasurer audit of financial records and accounts.</p> <p>3. Define compliance with State or local laws.</p> <p>Article VI Insurance Coverage</p> <p>Article VII Awards/Gifts</p> <p>Article VIII Employees</p> <p>Procedures applicable to employees (e.g., positions authorized, manner of hiring and terminating employment, supervision, rates of pay, benefits).</p> <p>APPROVED BY MAJORITY VOTE ON (date)</p> <p>(Signed) (Signed) President Secretary</p>	
---	--

Figure C-2. Bylaws (continued)

Appendix D
Application for Approval of a Private Organization (PO) to Operate on Fort Hood

Club or organization name and address

SUBJECT: Request for Approval for a Private Organization to Operate (or Continue to Operate) on Fort Hood

Directorate of Family and Morale, Welfare, and Recreation
P.O. Box X
Fort Hood, Texas 76544-5056
ATTN: IMWE-HOD-MW

1. Request approval for the (name of organization) to operate (or continue to operate) as a private organization on Fort Hood as authorized by AR 210-22.
2. Enclosure 1 is one duly signed copy of the organization's constitution and bylaws submitted for review and approval IAW the applicable provisions of FH Reg 210-56. This constitution and bylaws set forth the purpose(s) of the organization, the activities it will conduct, and the location where its activities will be conducted.
3. The organization is aware of, and will adhere to, the Fort Hood policy on equal opportunity.

Sincerely,

ENCL

JOHN J. DOE
President

2 January 2009

III CORPS & FH REG 210-56

Glossary

Section I Abbreviations

AER

Army Emergency Relief

AF

Appropriated Funds

ATTN

Attention

DA

Department of the Army

DFMWR

Directorate of Family and Morale, Welfare, and Recreation

DOD

Department of Defense

DODD

Department of Defense Directive

E-mail

Electronic Mail

ETC

Et Cetera

FH

Fort Hood

IAW

In Accordance With

JER

Joint Ethics Regulation

MWR

Morale, Welfare, and Recreation

NAF

Nonappropriated Funds

NAFI

Nonappropriated Fund Instrumentality

PARAS

Paragraphs

PO

Private Organization

POC

Point of Contact

POCO

Private Organization Coordinating Officer

PTA

Parent-Teacher Association

REG

Regulation

SOP

Standing Operating Procedure

USO

United Services Organization

Section II

Terms

This section not used.