

Personnel-General
COMMUNITY LIFE PROGRAM

History. This regulation supersedes III Corps and Fort Hood Regulation 600-20, 1 March 1994. The proponent changes with this issue.

Summary. This regulation outlines policy, procedure, and responsibility for the Community Life Program (CLP).

Applicability. This regulation applies to III Corps and Fort Hood activities on or off of the military installations which impact the CLP.

Changes. Changes to this regulation are not official unless they are authenticated

by the Directorate of Information Management (DOIM).

Supplementation. Supplementation of this regulation is prohibited unless approved by the CLP.

Suggested improvements. The proponent of this regulation is the Office of the Garrison Commander. Send comments and suggested improvements to: Commander, III Corps and Fort Hood, ATTN: Office of the Garrison Commander-AFZF-GC-CLP, Fort Hood, Texas 76544-5056

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*Supersedes III Corps and Fort Hood Regulation 600-20 dated 1 March 1994.

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OVERVIEW

1

Purpose This regulation outlines policies, procedures, and responsibilities for the Fort Hood Community Life Program (CLP).
 Figure B-1 (appendix B) depicts an organizational framework for the CLP. 1a

References Appendix A lists required and related references. 1b

Abbreviations The glossary explains abbreviations used in this regulation. 1c

Objectives The Fort Hood CLP improves the quality of life for soldiers and families through involvement in:

- Identification of problems and needs.
- Decisions on community
 - Policies.
 - Facilities
 - Services.
- Neighborhood activities.
- Self help actions.

The Community Life Mayoral Program:

- Creates an atmosphere of mutual concern and cooperation.
- Creates a line of communication to identify, assess, and highlight community issues.
- Ensures prompt resolution of problems.
- Generates interest and pride through personal involvement in neighborhood:

(continued on next page)

**Objectives
(continued)**

- Activities.
- Projects
- Programs.

- Personalizes the relationships between installations, agencies, staff, and the community.

1d

RESPONSIBILITIES

2

**Commanding
General**

The Commanding General:

- Oversees the CLP.
- Meets monthly with village mayors to ensure command support of the program.
- Is the approval authority on any action to remove a mayor.

2a

**Garrison
Commander**

The Garrison Commander:

- Is the executive manager for the CLP.
- Is the command representative at community activities.
- Ensures responsive command support.
- Coordinates the resolution of community life issues raised at the Community Services Council (CSC).
- Meets monthly with village mayors to ensure command support of the program.
- Keeps the Commanding General, Deputy Commanding General (DCG), and Chief of Staff informed on the program.

2b

**Public
Affairs
Office
(PAO)**

The PAO covers the CLP in the Fort Hood *Sentinel*, with the goal of a story or announcement of an event each week.

2c

**Provost
Marshal
Office
(PMO)**

The PMO:

- Provides training and assets in establishing neighborhood watch programs upon request from mayors.
- Performs routine local files check on all mayoral candidates upon request from SUs.
- Meets monthly with the village mayors to ensure command support of the program

2d

**Fort Hood
Family
Housing
(FHFH)**

FHFH:

- Provides and disburses funding to the CLP according to the FHFH annual budget.
- Provides input to the community newsletter in coordination with the village mayors.
- Maintains community news boards in villages.

2e

**Staff Judge
Advocate
(SJA)**

The SJA:

- Administers the Village Court Program.
- Is responsible for eviction process administration.

2f

**Installation
Community
Life
Officer
(ICLO)**

The ICLO:

- Administers and develops the CLP.
- Coordinates the CLP with staff, agencies, sponsoring units, mayors and FHFH.
- Conducts monthly and annual training workshops for mayors for the purpose of training, exchanging ideas, and improving communication.
- Sets up monthly mayors meeting with the Garrison Commander.
- Surveys community residents to identify interest and needs and informs FHFH of results.

(continued on next page)

**ICLO
(continued)**

- Coordinates volunteer recognition between village mayors, CLP and FHFH.
- Oversees the quarters awards program.

2g

**Sponsoring
Unit (SU)**

The SU:

- Appoints a field grade officer to serve as the SU regional community life officer (RCLO).
- Supervises and supports the CLP in assigned regions.
- May assign villages to subordinate SUs.
- Provides administrative and logistical support to mayors and volunteer to include:
 - Office equipment.
 - Meeting areas when required.
 - Office supplies.
 - Publication of flyers and neighborhood newsletters.
- Assists in maintaining a continuity notebook.
- Schedules a monthly regional community council.
- Ensures that mayors and vice-mayors have a personal telephone so that they can conduct village business.
- Holds annual mayoral elections per paragraph 5, block 5g of this regulation.
- Makes findings and recommendations to the Commander, III Corps and Fort Hood, regarding removal of mayors who are hurting rather than helping the CLP.

Note: Reasons for removal include not fulfilling responsibilities as outlined in this regulation and conduct unbecoming of a mayor. Request for approval to remove a mayor must be forwarded by the SU in writing through the Garrison Commander, Chief of Staff, and DCG to the commander of III Corps and Fort Hood

- Appoints or arranges the election of mayoral replacements.

(continued on next page)

Sponsoring Unit (SU) (continued)

- Reports personnel replacements to the ICLO and FHFH.
- Works with the mayors and FHFH to develop spirit and pride in the community.
- Works with corps and installation staff to resolve problems and needs identified by the mayor.
- Polices common areas when required.
- Supports the mayor in spring and fall clean-up efforts.
- Conducts periodic inspections of villages to ensure the occupants are in compliance with local regulations and provide findings to FHFH.
- Support of the community and the programs is not an option.

2h

Regional Community Life Officer (RCLO)

The RCLO:

- Serves as the point of contact for the CLP on mayor issues or actions.
- Interviews and approves all mayoral candidates.
- Supervises the mayor and volunteer staff on issues or actions.
- Orients new mayors on their duties and responsibilities.
- Ensures each mayor has a continuity notebook (Figure C-1).
- Takes part in Town Hall meetings as requested by the mayor.
- Schedules and attends monthly Regional Community Actions Council (RCAC) meetings.
- Appoints (if necessary) an officer or noncommissioned officer (NCO) to assist with carrying out duties.

2i

Community Life Officer (CLO) or Non-commissioned Officer (CLONCO)

The CLO or CLNCO:

- Assists mayor and FHFH in planning and conducting community projects or activities:

(continued on next page)

Community Life Officer (CLO) or Non-commissioned Officer (CLNCO)

- Attends town hall meetings.
- Attends monthly RCAC meetings.
- Is the health and welfare coordinator.
- Attends special meetings
- Receives complaints and suggestions from residents on sanitation, animal, and pest control issues, and provides findings to FHFH.
- Is building and grounds coordinator.
- Reports on-going problems with quarters to FHFH in a timely manner.
 - Coordinates with FHFH to keep appearance of grounds and quarters at a high standard.
- Is the security and safety coordinator.
- Surveys the neighborhood for problems in security and safety.
- Assists in reporting or resolving neighborhood disputes according to this regulation.
- Issues and monitors the Community Life Center for functions according to Appendix P and Fort Hood Regulation 210-48 (Community Housing Regulations)
- Issue citations according to Fort Hood Regulation 210-48 as requested by FHFH.
- Forward citations to SJA housing arbitration and FHFH each week.

2j

Village Mayor and Volunteer Staff

The village mayor and volunteer staff:

- Identify community needs, interests, and resources.
- Organize community resources in support of the CLP.
- Bring issues and problems to the attention of the RCLO and ICLO.
- Conduct and preside over (at least) quarterly village town hall meetings.

(continued on next page)

Village Mayor and Volunteer Staff
(continued)

- Reports volunteer hours from previous month to the CLO/CLNCO on the first working day of the next month.
- Figure D-1 (appendix D) depicts a sample volunteer report.
- Works with the CLNCO to improve the CLP.
- Sets up a volunteer recognition program.
- Maintains a continuity notebook (appendix C).
- Ensures attendance and representation at CSCs, RCAC, mayoral training, Army exchange (PX), health care, commissary, and youth advisory council meetings.
- Attends other special meetings as required.
- Organizes neighborhood crime watch program with the help of the PMO and block volunteers.

2k

ORGANIZATION

3

Composition

The III Corps and Fort Hood CLP is composed of the on-post mayoral program.

3a

Community

Fort Hood has five community regions.

- Table E-1 lists the regional breakdown for SUs.

Each region has a SU.

3b

Supporting Units (SUs)

SUs:

- May elect to subdivide regions and to appoint Subordinate SUs (SSUs) to manage the CLP.
- Will be assigned to new communities developed after publication of this regulation.

3c

**Regional
Community
Actions
Council
(RCAC)**

The RCAC:

- Is the forum used to consider CLP issues at the SU level.
- Meets monthly.
- Is chaired by the SU CofS or equivalent or by the RCLO in the absence of the CofS.
- May include SU Commands Sergeant Major or his or her designated representative.

3d

**Role of
the Mayor**

The role of the mayor is to seek ways to improve the quality of life for the community served and:

- Should be a positive force in the community.
- Is not one of conflict resolution, other agencies are responsible for those functions.

The SU and the corps installation staff provide support and assist the mayor in developing programs to improve community life and provide support in resolving community life problems identified by the mayor.

3e

HOTLINE

The hotline is an official means for mayoral input on ways to improve community life.

- See appendix F.

3f

**Self-Audit
Checklist**

The SU, mayor, or CLP self-audit checklist :

- Identifies potential problem areas within the CLP.
- Provides a means to evaluate program effectiveness.
- Should be completed jointly by SU personnel, the mayor, and ICLO.
- Should be completed at least quarterly.

Figure G-1 is a sample SU/mayor/ICLO self-audit checklist.

3g

MAYORAL ORGANIZATION

4**Mayor**

The mayor:

- Must have a personal telephone in order to conduct village business.
- Does not become involved in resolving disputes.
- Receives assistance and guidance from the SU.
- Develops and administers the CLP.
 - Figure H-1 depicts an organizational flow chart.
- Should represent the community and be the primary means to:
 - Pass information.
 - Initiate actions.
 - Make changes.
- Keeps the CLO, ICLO and FHFH informed of ongoing:
 - Issues.
 - Actions.
 - Events concerning the village.
- Selects qualified village staff, to include vice-mayor, to assist in duties.
- Removes staff who are hindering the program.
- Plans a calendar of events with coordination of FHFH.
- Conducts (in coordination with FHFH):
 - Town hall meetings (at least quarterly).
 - Community safety days.
 - Teen dances.
 - Family fun days.
 - Volunteer recognition programs.
- Liaisons between corps and garrison staff and village residents.

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**Mayor
(continued)**

- Recruits and trains volunteers.
- Coordinates the block volunteer and neighborhood watch program.
- Distributes a monthly newsletter with input from FHFH.
- Attends or appoints a representative to attend CSCs, RCACs, mayoral training, PX, health care, youth, and commissary advisory council meetings.
- Reports volunteer hours monthly.
- Oversees community news boards in villages.

4a

Vice Mayor

The vice-mayor:

- Does not become involved in resolving disputes.
- Must have a personal telephone in order to conduct village business.
- Takes over when the mayor is absent.
- Attends installation meetings.
- Supervises special community projects.
- Coordinates actions for the mayor with the rest of the staff.

4b

**Block
Captain**

The block captain:

- Does not get involved in resolving disputes.
- Assists village mayor and vice-mayor.
- Distributes newsletters and flyers.
- Assists mayoral staff in organizing block activities.
- Attends town hall meetings.
- Assists village mayor in organizing crime watch programs.

4c

Administrative Coordinator	The administrative coordinator: <ul style="list-style-type: none">• Types newsletters.• Prepares flyers.• Takes minutes at town hall meetings.• Keeps financial records.• Maintains records.• Provides copies of the items in this block to FHFH.	4d
Community Relations Coordinator	The community relations coordinator: <ul style="list-style-type: none">• Greets newcomers.• Arranges publicity for community events.	4e
Recreation Coordinator	The recreation coordinator organizes: <ul style="list-style-type: none">• Sports competitions.• Block parties.	4f
Health and Welfare Coordinator	The health and welfare coordinator: <ul style="list-style-type: none">• Attends special meetings.• Takes complaints and suggestions from residents on sanitation, animal, and pest control.• Works closely with the SU CLNCO.	4g
Planning Committee Coordinator	The planning committee coordinator: <ul style="list-style-type: none">• Surveys residents about special needs.• Holds special meetings.• Recruits volunteers.	4h

MAYORAL ELECTIONS

5

Organization The SU:

- Administers and organizes elections.
- Ensures a routine PMO local files check is performed on all mayoral candidates.
- May task the SSU to help manage elections.

The ICLO coordinates the date (normally the first Saturday of November) and the time (normally 0800-1600) of the election.

- A mayoral term of office is 1 January through 31 December.

5a

Publicity

The SU will advertise the election date, time, and solicit mayoral candidates through one or more of:

- *The Sentinel.*
- Flyers.
- Letter from SU Commander or RCLO.
- Post television

The ICLO will advertise through:

- Volunteer spotlight.
- Marketing and Advertising Branch, DCA.
- *The Sentinel.*

5b

Candidates

Mayoral candidates:

- Will be interviewed and approved by the RCLO before campaigning.
- Are required to undergo a routine PMO local files check as part of the interview and approval process.

(continued on next page)

**Candidates
(continued)**

- Figure I-2 depicts an authorization for release of background information that all candidates must sign.
- Must have a personal telephone to be considered an acceptable candidate
- Must have a minimum of one-year retainability on Fort Hood.
 - Computation date for retainability begins on 1 January.
- Must be able to communicate orally and in writing.
- Should be willing to serve the community.
- If military, must have written approval of brigade or higher command.

5c

**Election
Plans**

Election plans must be reported in writing to the ICLO, AFZF-GC-CLP, not later than 15 working days prior to the election and must include:

- Candidates' full name, address, and spouse's first name.
- The election site by village.
- The election time.

5d

Campaigning

Campaigning begins when the RCLO approves a candidate.

Note: Attempts should be made to interview and approve candidates in a timely manner to afford each candidate maximum opportunities to campaign.

Campaigning methods include, but are not limited to:

- Posters.
- Banners.
- Flyers.
- Door to door canvassing.
- May include "Meet the Candidates" Village Town Hall Meeting organized by the SU.

(continued on next page)

**Campaigning
(continued)**

Support if provided by the SU, that is, reproduction of campaign literature, must be provided equally among mayoral candidates.

5e

**Voting
Eligibility**

To be eligible to vote voters must be:

- A family housing occupant sponsor.
- Spouse of family housing occupant sponsor.

All voters must personally cast their ballots.

No voter will be allowed to cast a ballot as proxy for another voter.

SUs will verify voter eligibility by checking military identification cards and the DPW quarters occupancy list.

- DPW provides voting stations with a current housing list.

5f

Elections

Mayors or mayoral staff will not be present during election except to cast their ballot.

Voters will not loiter inside the voting site.

Residents will not congregate within 100 yards (91.40 meters) of the exterior of the voting site.

Campaigning will not be conducted at the voting site.

Candidates may campaign on election day in other areas of the village.

5g

**Absentee
Voting**

The SU may determine the need for absentee voting.

SU must publicize a time and place to cast ballots.

Absentee voters must provide a written statement that states why they are unavailable to vote.

5h

**Voting and
Voting
Records**

Voting eligibility will be verified.

Voting records will be secured and maintained for 60 days following an election.

(continued on next page)

***Voting and
Voting
Records
(continued)***

If an investigation is initiated, records will be maintained until after the investigation is complete.

Write-in candidates must be interviewed and approved by the RCLO.

The RCLO has the final vote in case of a tie or a runoff election may be held.

A minimum of two SU personnel will count and verify votes.

Voting records consist of:

- Ballots (Figure J-1).
- DPW quarters occupancy list.
- Sign-in sheet (Figure K-1).

Election results must be reported to the ICLO by close of business on the first duty day following the election.

5i

***Reporting
Procedures***

Reports must include:

- Name of each candidate, by village.
- Number of votes cast for each candidate.
- Statement declaring winner of election.
- Unofficial results will be reported to ICLO not later than 1800 on the day of election.

A follow-up written report must be provided to the ICLP, Office of the Garrison Commander, not later than two working days after the election.

SUs must notify candidates and FHFH within three working days of receiving election results.

5j

QUARTERS AWARDS PROGRAM

6

***Quarters of
the Month
Competition***

Competition:

- Is organized at the community (housing area) and SU level.

(continued on next page)

Quarters of the Month Competition (continued)

- Is administered by the SU.
- Extends from March through October.

Recognition and awards should be presented by a SU or SSU command representative such as the Commander, Deputy Commander, Executive Officer, or Command Sergeant Major.

Names of quarters of the month winners should be reported to the III Corps ICLO by the 20th day of the month.

Criteria for selection is:

- General appearance of lawn to include trimming and edging.
- General appearance and condition of shrubbery, fences, storage rooms, and any other exterior structure.
- Appearance of quarters exterior including doors, window, and patios.
- Evidence of beautification efforts such as decorative plants.

Figure L-1 provides a sample inspection checklist.

Occupants of any one set of quarter should not receive more than one monthly award.

6a

Quarters of the Year

Criteria for selection listed in paragraph 6a will be used to select quarters of the year winners.

SUs will make selection in each village and will notify the III Corps ICLO with the names of the winners by October 20.

Quarters of the year winners need not be selected from monthly award winners.

Presentation of awards will be included on the January CSC agenda.

Quarters of the month and year signs are available from the SU for presentation.

Other awards not addressed here are authorized by AR 215-1 (Administration of Morale, Welfare, and Recreation Activities and Non-Appropriated Fund Instrumentalities).

6b

COMMUNITY RELATIONS

7

Neighborhood Dispute Resolution The SU is the first-step intermediary in resolving disputes between neighbors.

The SU resolves disputes by:

- Direct action, such as, talking to both parties in dispute either separately or together.
- Involving the occupant's chain of command in the resolution process.

If mediation by the SU is unsuccessful, occupants are referred to SJA and FHFH for resolution under the Fort Hood village court program.

- Requests for the village court to address a grievance must be filed with the SU.

7a

Village Court

Problems addressed by the court include:

- Juvenile misconduct.
- Domestic disturbances.
- Neighborhood disputes.
- Violations of post regulations

Village court is presided over by an administrative hearing officer appointed by the III Corps Commander.

7b

Hearing Officer

The hearing officer for village court is the SJA housing arbitrator who:

- Will be a selected attorney from the office of the SJA.
- May attempt to mediate matters.
- May schedule an open, informal hearing.
- Makes recommendations to the approval authority (III Corps Commander) that may include:
 - Issuance of a warning.

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**Hearing
Officer
(continued)**

- Eviction from quarters.
- A ban from post.
- Imposition of a curfew or adult supervision.
- Requirement to perform community service.
- A recommendation that the complaint is without merit.

7c

FUNDING AND ACCOUNTABILITY

8

Funding

SUs and FHFH provide needed material and resources to support the CLP within the limits of their annual funding programs and according to installation priorities and legal authority.

The CLP receives combined federal campaign (CFC) disbursements and is authorized to:

- Provide no-cost child care at installation child development centers and certified family child care homes from children of mayors and other village volunteer staff when they are performing official village duties.
- Offset personal telephone expenses by funding:
 - Difference in metered versus un-metered service.
 - Call waiting.
 - Voice mail (telephone answering service feature).

8a

**Authorized
Fundraisers**

Projects are limited to the sale of goods, services, and products produced by residents that could include:

- Bake sales.
- Carnivals.
- Arts and crafts.
- Food booths at unit sporting events.
- Car washes.

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Authorized Fundraisers (continued)

Special events may be scheduled that require admission or participation fees:

- Block parties.
- Dances.
- Plays.
- Sporting events.
- Carnivals.

Net proceeds (those fees remaining after expenses have been paid) from authorized fundraising activities, including special events, will be used only for expenditures which benefit the entire community region or village.

All proposed fundraising activities will be reviewed by the Directorate of Community Activities to ensure compliance with AR 600-20.

8b

Unauthorized Fundraisers

Unauthorized fundraisers include:

- Gambling and bingo.
- Charging admission to an event which includes government-contracted entertainment, such as a teen dance with a government-contracted (paid) disc jockey.
- Selling items door-to-door.

8c

Fund Accountability

The III Corps CLP/ICLO will maintain a bank checking account for CLP expenditures.

The SU or RCLO will set up and maintain a bank checking account for each village.

RCLO and SU should:

- Co-sign checks.
- Issue vouchers.
- Reconcile bank statements.

(continued on next page)

**Fund
Accountability
(continued)**

SUs that have SSUs may delegate fund control to that SSU as appropriate.

Decision to hold fundraisers or to spend money must be approved at the RCAC.

Mayors should not:

- Co-sign checks.
- Issue vouchers.
- Reconcile bank statements.

The RCAC is authorized to empower the mayor and RCLO to jointly approve transactions without having to convene a special RCAC.

- Expenditures totaling \$75 per month or less for unforeseen requirements.
- Petty expenses up to, but not exceeding, \$25 per month.

All checks will be co-signed by authorized co-signers for the III Corps CLP, who are:

- Garrison SGM.
- Deputy Garrison Commander.
- Garrison Commander

Authorized co-signers for the SU include:

- The RCLO/NCO.
- The CLO/NCO.

Signature cards will be filed at the bank.

Checkbooks, journals, and all records will be safeguarded.

8d

**Accounting
Procedures**

Accounting procedures in this paragraph are not mandatory, but are intended for use as a guide.

Adherence to these procedures will meet all internal control requirements and provide an adequate audit trail.

(continued on next page)

**Accounting
Procedures
(continued)**

The basic accounting record is a journal or ledger in which column headings reflect income and disbursements.

- Figure M-1 is a sample accounting record.

With the single entry cash system:

- Income is considered earned at the time cash or checks are collected.
- Expenses are considered incurred at the time cash or checks are disbursed.
- Entries are in ink or indelible pencil.
- All corrections are initialed appropriately.

Financial transactions involving the receipt or disbursement of funds are supported by:

- Collection sheets.
- Canceled checks.
- Vouchers.
- Receipts, such as a DA Form 1992 Nonappropriated Fund Receipt Voucher).

Invoices or other related documents will be attached to the receipt or disbursement.

Other records of fund activity consist of;

- Checkbooks.
- Canceled checks.
- Bank deposit slips.
- Bank statements.
- Monthly bank reconciliations.
- RCAC minutes.

(continued on next page)

**Accounting
Procedures
(continued)**

- Miscellaneous correspondence or memorandums of records.

The SU CLP will issue vouchers for checks or cash received.

It is important to:

- Record amounts in the journal.
- Deposit funds to the checking account as soon as possible.
- Make disbursements using pre-numbered checks

8e

**Accounting
Journal**

Figure M-1 is a sample journal.

The column headings show suggested accounts, which may be used.

As a minimum, an administrative account should be used for all operational and administrative accounts of the organization.

Make entries on each journal page as follows:

- Date: self-explanatory.
- Voucher number: indicate the number of the receipt or disbursement voucher.
- Check number: indicate the applicable check number for disbursements.
- Petty cash: for petty cash.
- Administrative account: use for income and disbursements of operational and disbursements of operational and administrative expenses of the organization according to the RCAC.
- Remarks: short explanations for transactions, as needed.
- Balance brought forward: show in the applicable receipt columns, the balances brought forward from the previous accounting period (previous month or end of last quarter).

The total income and expense entered into the journal must agree with the figures reported on the financial statement.

8f

**Receipt
and
Disbursement
Voucher**

The receipt and disbursement voucher is the basic document describing a transaction.

- When completed, it is posted to the journal in the appropriate column to document receipt or disbursement of funds.
- Bills, receipts, and other documents substantiating the transaction will be attached to vouchers as sub-vouchers.
- Vouchers will be numbered consecutively starting with number one (1) at the beginning of the accounting year.
- File vouchers by month issued.
- Date vouchers with the date they are prepared and posted to the journal during the month of the transaction.
- Entries will be made as follows:
 - Receipt Number: YYNNN (00001).
 - Activity: write in the name of the activity to include the village name.
 - Date: Self-explanatory.
 - Received of: Person or activity giving money to activity.
 - Amount: Write in amount in numbers, check which block applies.
 - For: Description of transaction.
 - Account to be credited: Account number.

8g

**Bank
Reconciliation**

Bank reconciliation may be completed on the reverse side of the bank statement or on a separate form.

Bank statement is prepared by SU CLP, CLO, or CLNCO and verified by RCLO.

Figure N-1 is a sample bank reconciliation.

An explanation of the entries on the bank reconciliation is:

- Account number: Self-explanatory.
- Line 1, bank balance: Ending balance on a bank statement.
- Line 2, receipts: Receipts or deposits not recorded on bank statement.

(continued on next page)

**Bank
Reconciliation
(continued)**

- Line 3, bank charges: Subtract any charges (service charge, etc.).
 - Line 4, total: Add Lines 1 and 2, subtract line 3.
 - Line 5, balance in checkbook: Indicate amount at end of month stated in checkbook.
 - Line 6, outstanding checks: List check numbers not cleared by bank statement.
 - Line 7, total: Sum of all outstanding checks (Line 6).
 - Line 8, subtract Line 7 from 4, it should be the same dollar total as line 5
-

8h

**Financial
Statement**

Financial statements will be prepared monthly or at the special request of the RCAC.

Attach a copy of the financial statement to the RCAC meeting minutes and forward to the ICLO.

The minutes will indicate that the financial statement was reviewed, voted on, and accepted by the RCAC.

- A sample financial statement is at Figure O-1.

Explanation of the entries on the financial statement follows:

- Period: Indicate period covered (monthly or quarterly) beginning date through last date of reporting period.
- Net worth at beginning of period: State the amount of cash in the bank at the end of the period (using a reconciled bank statement) and, if applicable, amount of cash (such as petty cash) on hand.
- Total receipts or deposits: Self-explanatory.
- Less disbursements: Self-explanatory.
- Total: Self explanatory.

Total income and total expenses will agree with amounts stated in journal for the period reported.

8i

Audits

CLP operating procedures and accounting records maintained by the ICLO and the RCLO will be reviewed or audited by an outside agency or by a disinterested office of the sponsoring unit.

If an audit is performed due to the change of the RCLO, an information copy is provided to the Garrison Commander's Office, ATTN: AFZF-GC-ICLO.

An audit must be performed within 30 days of the close of the fiscal year.

Individuals selected to conduct audits will use the following procedures:

- Auditors will satisfy themselves that adequate accounting records are maintained in compliance with block 8.
- Accounting records will reflect the income, expenditures, and net worth of the fund.

Note: All financial transactions must be supported by a receipt disbursement voucher, or by sub-vouchers (such as, invoices, cash collection sheets, receipts, canceled checks). Entries not supported by one or more of these documents do not meet the requirement for adequate accounting.

- Each expenditure will be authorized by the RCAC of the village or as authorized in block 8e.
- Each audit will begin with the cutoff of the last audit whether fiscal year-end audit or change of RCLO audit.
- The auditor will determine if financial statements were prepared and reviewed by RCAC monthly and upon change of RCLO.
- The auditor will ensure that fundraising activities were conducted as prescribed by this regulation.
- The auditor will also determine that:
 - Documents showing approval of fundraising activity are available.
 - After-action reports were prepared properly.
 - Income from fundraising activity was correctly accounted for.
 - Bank statements were reconciled monthly and overages or shortages were posted to the journal.
- The auditor will prepare a financial summary.
 - Income during audit period.

(continued on next page)

**Audits
(continued)**

- Disbursements during audit period.
- (Equal) gain or loss during audit period.
- Beginning balance of audit period.
- Gain (+) or loss (-) during the audit period.
- Equal ending balance this audit period.

The ending balance of the financial summary will agree with the totals stated in the journal and the reconciled bank statement.

The cutoff date of the audit period should be the end of a calendar month.

If an audit must be conducted during the month (such as, because of change of RCLO), get a bank statement reflecting the appropriate cutoff date.

The auditor will write a report indicating the:

- Financial summary.
- Audit results.
- Recommendations to the RCAC.

Note: Provide one copy of the audit report to the ICLO.

The auditor will make the following certification as the heading of the audit report:

- Certificate: "The financial transactions of the (name of village), Community Life Program, were examined for the time period from (date) through (date). (The examinations were made in accordance with procedures contained in block 8, III Corps and Fort Hood Regulation 600-20). The examinations included tests of the accounting records and internal controls. In my opinion, subject to the comments and recommendations cited in this report, the funds examined reflect the results of operation in accordance with applicable directives."
- Auditor's signature.
- Auditor's name.
- Auditor's Address.
- 2 enclosures:
 - Financial summary.
 - Comments and recommendations.

VOLUNTEER RECOGNITION

9

Purpose Appreciation and recognition are two motivational factors that are important to volunteer programs.

Recognition:

- Says thank you.
- Responds to individual interests and reasons to be involved.
- Must be user-oriented to be effective.
- Needs to be personalized and appropriate to individuals.

9a

Recognition An ongoing system of recognition should be implemented for CLP volunteers.

Consider the following formal and informal recognition activities:

- Certificate of appreciation or plaque of appreciation to be presented or signed by Installation or SU Commander as appropriate.
- Letters of Recommendation with accomplishments identified in terms that can be used in employment applications.
- Invitation to or inclusion in III Corps SU ceremonies, for example, change of commands, organization days, spouse activities.
- Publicity and pictures in public media.
- Increased responsibilities, involvement in program planning and evaluation, or the opportunity to train others.

9b

III Corps Awards CLP volunteers are eligible for special III Corps and Fort Hood awards such as:

- III Corps and Fort Hood Certificate of Achievement.
- Helping Hand Award.
- Commander's Award for Public Service.

(continued on next page)

**III Corps
Awards
(continued)**

- Volunteer of the Month or Volunteer of the Year Award.
- Army Communities of Excellence Certificates and Coins.
- Quality (TAQ) Awards

9c

**Awards
Ceremony**

The III Corps and Fort Hood CLP and FHFH will conduct an annual awards ceremony:

- Hosted by the Commanding General.
- Held each December, and at the end of a mayoral term.
- Designed to recognize mayors and vice-mayors

9d

Appendix A
References

Section I. Required references

AR 215-1

Administration of Morale Welfare and Recreation Activities and Non-Appropriated Fund Instrumentalities

AR 608-1

Army Community Service

AR 600-29

Fundraising within the Department of the Army

III Corps and Fort Hood Regulation 15-5

Review Board for Community Life

III Corps and Fort Hood Regulation 40-5

Authorized Veterinary Care and Animal Control Program

III Corps and Fort Hood Regulation 210-15

Consumer Councils

III Corps and Fort Hood Regulation 210-48

Installation Housing Community Standards

III Corps and Fort Hood Regulation 672-5

Helping Hand Award Program

III Corps and Fort Hood Pamphlet 672-4

Volunteer of the Year Award

Section II. Related references

This section not used

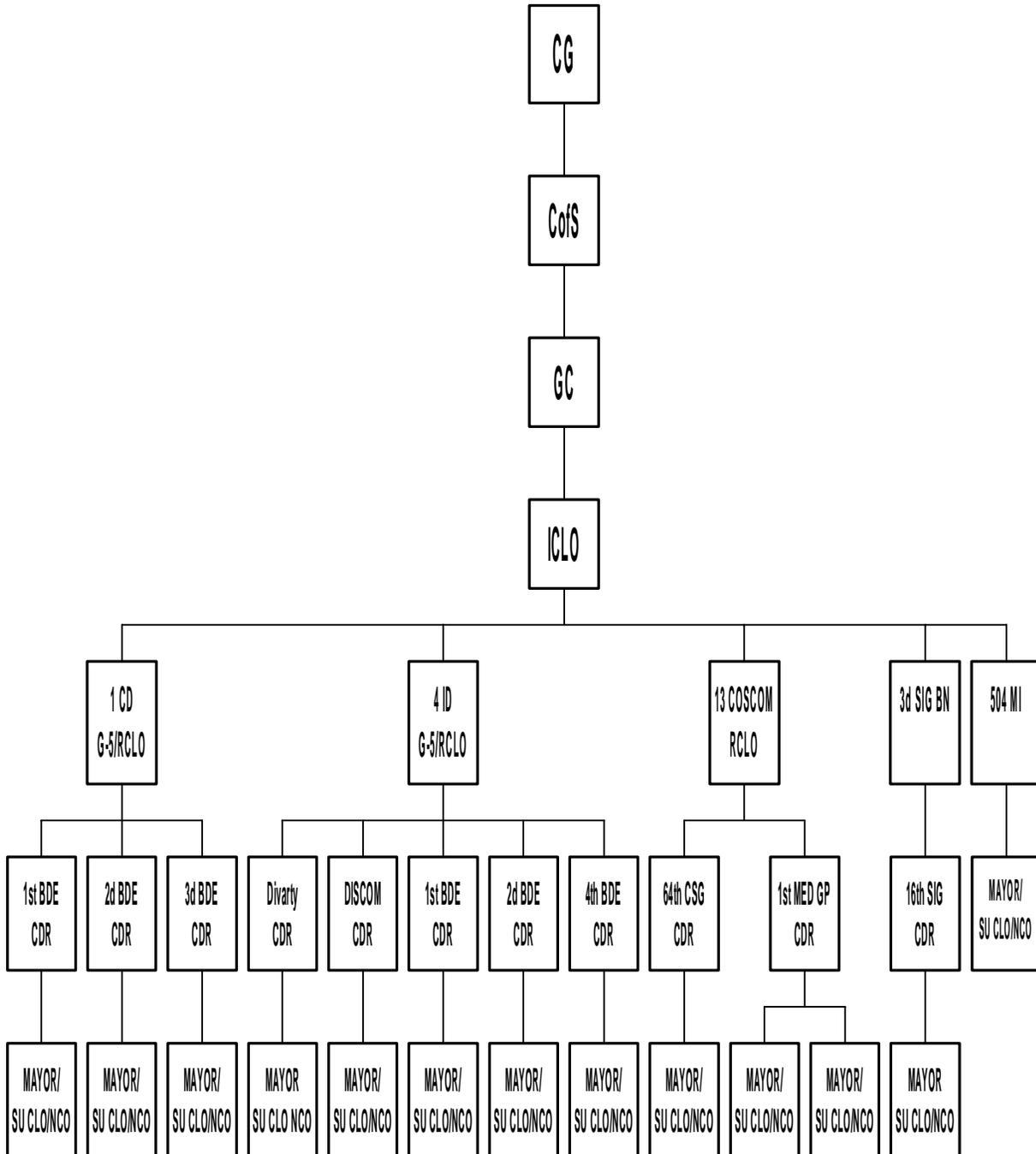
Section III. Referenced forms

DA Form 1992

Non-Appropriated Fund Receipt Voucher

Appendix B
Community Life Program (CLP) Organizational Framework

Figure B-1. Community Life Program (CLP) Organizational Framework



Appendix C

Mayor Records and Continuity Notebook

The mayor of each village will keep a three-ring notebook that will contain information on the CLP in the village.

As a minimum, the continuity notebook should include:

- Mayor's guide.
- III Corps and Fort Hood Regulation 600-20.
- Village staff organization with names, addresses, and telephone numbers of key volunteers.
- Listing of meetings normally attended by the mayor or staff.
- SU points of contact.
- Corps and garrison staff points of contact.
- Minutes of the RCAC as prepared by the RCLO.
- Monthly statement of funds net worth (obtained from the RCLO at RCAC).
- After action notes and reports on community projects— who, when, where, how, success, etc.
- Copies of village newsletters.

The RCLO will assist the mayor in compiling and maintaining the continuity notebook.

Do not throw away outdated material.

- Turn it over to the RCLO for filing and retention.

When a mayor leaves office, he or she will give the continuity notebook to his or her successor, or to the SU RCLO.

Figure D-1. Sample Volunteer Gain Information

Village: <u>Comanche I</u>		Month/Year: _____
VOLUNTEER GAIN INFORMATION		
Name	Address	Home Telephone
Mary Jane	501 Lake Drive	539-5555
John Smith	502 Shore Drive	539-5555
SAMPLE		

Figure D-2. Sample Volunteer Loss Information

VOLUNTEER LOSS INFORMATION		
Mary Jane	501 Lake Drive	539-5555
John Smith	502 Shore Drive	539-5555
SAMPLE		

Appendix E
Sponsoring Units (SUs) Regional Community Actions Council (RCAC)

Table E-1. Sponsoring Units (SUs)

Village	Sponsoring Unit
Comanche I Comanche II Comanche III	1CD
Chaffee Village McNair Village Patton Park Wainwright Heights Walker Village	4ID
Kouma Village Liberty Village Pershing Park	13th COSCOM
Montague Village	504th MI Bde
Venable Village	3d Sig Bde

The RCAC is:

- The principal forum where the SU and mayor (s), and FHFH come together to discuss and act on community life matters.
- Made up of SU representatives, mayor (s), mayoral staff, ICLO, FHFH representative and other staff agency representatives if SU warrants.
- Scheduled monthly.
- Chaired by the SU Chief of Staff or RCLO.
- Open to village residents.

Appendix F
Hotlines

Hotlines:

- Are used to get action on community problems.
- Should not be used for routine work orders.
- Are prepared by the SU or mayor and forwarded through the SU to the III Corps CLP.
- Are forwarded by CLP to action agency for investigation/resolution.
- Require a response within 2 weeks.
 - Response will be signed by the Directorate Chief or a representative.
- Distributed back to SU and FHFH by CLP.
- Sample HOTLINE form is at figure F-1.

Figure F-1. Sample hotline forms

HOTLINE FORM

SUBJECT: _____ **DATE** _____

TO: _____ **FROM:** _____ **PHONE:** _____

1. The following problem or need has been raised which requires assistance from your staff section or agency:

2. Request your assistance with the above-described issue. Please describe your actions below. Send response to the Installation Community Life Program, Office of the Garrison Commander.

Name and title of action officer: _____

Signature: _____ Date: _____

Appendix G

Supporting Unit (SU), mayor, installation community life officer (ICLO) self-audit checklist

Figure G-1. Supporting Unit (SU), mayor, installation community life officer (ICLO) self-audit checklist

Item	Yes or No
Are RCACs held monthly?	
Are RCAC members attending all meetings?	
Are RCAC minutes on file?	
Does each village have a bank account?	
Are bank statements reconciled?	
Are expenditures authorized by the RCAC?	
Are checks properly co-signed?	
Are checkbooks properly safeguarded?	
Are statements of net worth prepared monthly?	
Does the RCLO have supporting records for all transactions?	
Are village residents aware of the CLP?	
Do village residents know who their mayor is?	
Do village residents know who their SU is?	
Does the mayor know whom to call for SU help?	
Does the mayor have a functional staff?	
Is the mayor meeting regularly with the mayoral staff?	
Does the village have a newsletter?	
Do village residents know of upcoming CLP events?	
Are Town Hall meetings held at least quarterly?	
Are minutes of Town Hall meetings on file?	
Are Welcome Service packets being distributed?	
Is the SU aware of the mayor's problems and needs?	
Have problems or needs surfaced by the mayor been resolved in a timely manner?	
Does the SU have a record of all hotlines?	
Are neighborhood disputes resolved by the SU?	
Does the mayor have a current continuity notebook?	
Do villagers know who their FHFH representative is?	

Appendix H
The mayoral organization

Figure H-1. The mayoral organization

MAYORAL ORGANIZATION

Mayor

Vice Mayor

Block Captains

(Suggested Staff)

**Administrative
Coordinator**

**Planning Committee
Coordinator**

**Recreation Committee
Coordinator**

**Community Relations
Coordinator**

Appendix I
Sample Background Information

Figure I-1. Sample memorandum for background information check

(OFFICE SYMBOL)

MEMORANDUM FOR: Provost Marshal

SUBJECT: Background check for candidate for Fort Hood village mayor

1. Request a background check be conducted on: _____

SSN: _____

UNIT: _____

SAMPLE

2. In accordance with AR 608-18, paragraph 3-4, background checks are needed to verify the suitability of individuals that volunteer to work as village mayors.

3. POC for (UNIT NAME). Address your reply to the undersigned.

End

(UNIT NAME)
(REGIONAL COMMUNITY LIFE)
(OFFICER SIGNATURE BLOCK)

Figure I-2
Release of background information

RELEASE OF BACKGROUND INFORMATION AUTHORIZATION

The Regional Community Life Officer for (village name) has my permission to obtain information from the following agencies for the purpose of completing the background screening process for my participation as the mayor in the Fort Hood Community Life Program.

In accordance with the Privacy Act of 1974, I understand that disclosure of information on this authorization is voluntary, however, failure to provide or to allow release of information will cause the application to be rejected.

(Please Print) (Complete applicable blanks. If your spouse is on active duty, you must complete requested sponsor info.)

Applicant _____ Sponsor _____

Full Name _____

Maiden/Former Name _____

Unit/Employer _____

Rank _____

Place of Birth _____ Date of Birth _____

SIGNATURE/DATE _____

Have you ever been charged within the past ten years, of any felony or misdemeanor?
*YES _____ NO _____

Are you under any indictment or has a district/county attorney accepted an official complaint for any of the above listed offenses?
*YES _____ NO _____

*If you answered "yes" to either question, please explain now.

PRIVACY ACT STATEMENT

AUTHORITY: U.S. CODE 3012

PRINCIPAL PURPOSE: To obtain data for records check of the applicant to determine suitability for acceptance as a candidate for Village Mayor, Fort Hood, Texas.

ROUTINE USE: Information will be used by the Regional Community Life Officer to determine suitability of the applicant for acceptance into the Fort Hood Community Life Program.

DISCLOSURE: VOLUNTARY: Failure to disclose the information may delay acceptance as a mayoral candidate or may be grounds for rejection of the application.

(SIGNATURE) _____ (DATE) _____

Appendix J
Sample ballot

Figure J-1. Sample ballot

(Village Name)

Please cast your vote for only one candidate.

_____ (candidate name)

SAMPLE

_____ (candidate name)

_____ (candidate name)

_____ Write-in candidate (print name in space provided)

**Appendix L
Quarters inspection checklist**

Figure L-1. Quarters of the month inspection checklist

QUARTER OF THE MONTH INSPECTION CHECKLIST			
Village _____	Month _____		
		Maximum Points	Actual Points
1. General appearance of front lawn to include trimming and edging.	20	_____	_____
2. General appearance and condition of shrubbery, fences, storage rooms, and other exterior structures.	10	_____	_____
3. Evidence of beautification efforts such as decorative plants.	20	_____	_____
4. General appearance of back lawn to include trimming and edging.	10	_____	_____
5. General appearance of the quarters exterior to include doors, window, and patios.	5	_____	_____
6. Conservation of utilities; exterior lights off during daylight hours.	5	_____	_____
7. Cleanliness of patios and sidewalks from oil spills, stains, grass, or any other foreign matter.	10	_____	_____
8. Absence of unsightly vehicles, toys, equipment, or supplies.	10	_____	_____
9. Cleanliness of street and curb in front or back of quarters.	5	_____	_____
10. Trash and recycle receptacles properly stored in racks, enclosures, or neatly arranged.	5	_____	_____
Total	100	_____	_____
Quarters address _____			
Occupants' names (sponsor and spouse) _____			
Sponsor's unit and unit telephone number _____			
Inspector or evaluator _____			
Sponsoring unit _____			
Date of inspection _____			

SAMPLE

Appendix M
Journals

Figure M-1. Sample journal

DATE	VOUCHER NUMBER	CHECK NUMBER	DESCRIPTION	PETTY CASH RECEIPT/DISBURS	ADIM ACCT RECEIPT/DISBURS	REMARKS	
BALANCE BROUGHT FORWARD – 1 JULY 1999				\$25.00	\$175.00	TOTAL \$200.00	
02 July	99-17		CFC Allocation		\$24.65		
03 July	99-18	0417	Decorations			\$26.00 RCAC 20 Jun 99	
03 July	99-19	0418	Refreshments			\$52.00 RCAC 20 Jun 99	
13 July	99-20	0419	Child Development Services			\$32.00 RCAC 20 Jun 99	
19 July	99-21		Bake Sale		\$75.00		
23 July	99-22		Buy Stamps	\$12.00			
31 July	99-23	0420	Reimburse Petty Cash	\$12.00			
31 July	99-24		Bank Charge			\$ 3.00	
SUB-TOTAL				\$25.00	\$99.65	\$113.00	
BALANCE BROUGHT FORWARD – 1 AUGUST 1999				TOTALS	\$25.00	\$274.65	\$161.65
02 Aug	99-25	0421	Child Development Services			\$15.00	

Figure N-1. Sample bank reconciliation

		Account 0001001
1. Bank balance (statement of 29 May 1991)		\$179.00
2. Plus deposits not recorded:		\$ 26.95
3. Minus bank charges:		\$ 3.00
4. Total:		\$202.95
5. Balance in checkbook:	SAMPLE	\$158.95
6. Outstanding checks:		
412	\$12.00	
413	\$32.00	
7. Total outstanding checks:		\$ 44.00
8. Subtract line 7 from line 4 (should equal line 5)		\$158.95

Prepared by: _____ Date: _____

Verified by: _____ Date: _____

Appendix O
Village financial statements

Figure O-1. Sample village financial statement

Village: _____	SAMPLE
Statement of net worth for: _____	
Net worth at the beginning of the month:	\$ _____
Plus receipts and deposits made during the month:	\$ _____
Less monthly disbursements:	\$ _____
Total net worth at end of the month:	\$ _____
Prepared by: _____	Date: _____

Appendix P
Community life center requests

Figure P-1. Community Life Center Request Form

(PLEASE PRINT CLEARLY)

1. Date(s) Requested: _____

2. Time(s): _____ From _____ To _____
 (AM or PM) _____ - _____
 _____ - _____
 _____ - _____
 _____ - _____
 (Time must include setup and cleanup)

3. a. Approximate Number of People: _____ b. Number of Chaperones: _____
 Note: Names of Chaperones listed on reverse side of form.

4. Are you a Resident, Private Organization or Organized Group? YES NO
 (If NO, disregard Item #5)

5. Purpose of Use: _____

SAMPLE

6. Requester's Name: _____ 7. Wk Phone: _____

8. Address: _____ 9. Home Phone: _____

10. Sponsor's Rank/Name: _____

11. Sponsors Unit: _____ 12. Sponsor's Wk Phone: _____

13. Organization or Group Name: _____

14. Key Pickup Date / Time: _____ Requestors Int's _____ CLNCO Int's _____

15. Key Turn-in Date / Time: _____ Requestor Int's _____ CLNCO Int's _____

Figure P-1. Community Life Center Request Form (continued)

FOR OFFICIAL USE ONLY

REC'D BY: _____	DATE REC'D: _____
TIME: _____	SAMPLE
REC TO CAL BY: _____	
REMARKS: _____	

Figure P-1. Community Life Center Request Form (continued)

1. RESERVATIONS

- a. To reserve the Community Life Center, requester must coordinate with the Community Life NCO (CLNCO), not the Mayor. Reservations can only be made for the current month or one month ahead of the current month. Only the Mayor can make reservations more than two months ahead of the current month, which are limited to Community events. **Requester must be a resident of the community to reserve the center.**
- b. CLNCO will not except over the phone reservations, but he or she can tell the person requesting the building if it is available the day in question. Reservations are not official until requester fills out and turns in the Community Life Request Form and Expected Attendee List to the CLNCO in person. Any one can receive a copy of the Request Form and Expected Attendee List from the CLNCO at the Community Life Center.
- c. **The center can only be reserved by residents:** active duty soldiers or their spouse, but not by their dependents. If requester does not show his or her valid Department of Defense Military Identification Card to the CLNCO their request for the Community Life Center will not be accepted.
- d. The center will not be reserved for military or sergeant's time training; but can be reserved for military unit's hail & farewells, Family Readiness Group events and unit holiday parties.
- e. The center will not be used for any type of personal business or profit making events. Non-profit events, such as Family Readiness Group bake sales, will be allowed, but only with prior authorization from the CLNCO.

SAMPLE

2. KEYS

- a. Coordination must be made with CLNCO as to what date and time the requester will sign for the building keys. The Mayor and their staff cannot issue keys. Keys can be sign for up to, but not earlier than, three working days prior to the event. Keys will not be issued out on holidays and weekends.
- b. The keys will be returned to CLNCO, not the Mayor, the first working day following the event.
- c. Keys must remain on requester's person at all times. Requester will not allow keys to be used by any one else for any reason.

3. GENERAL RESPONSIBILITIES

- a. If, when first arriving at the Community Life Center and or during function, you note any problem(s) with the building, equipment, trash, etc call and leave a description of the problem on the CLNCO's answering machine. The CLNCO will take required action as needed.
- b. Requester must be present during the entire event, to include setup and cleanup times. They must supervise the event to ensure all rules are followed and good order is maintained. Requester is liable for any damages or property missing from the building, parking area and CLP building grounds.
- c. The building can only be occupied during the date(s) and time(s) marked on the Community Life Center Request Form, no earlier and no later.
- d. Requester will be responsible for their own set-up, cleanup and running of their event. Requester will provide all necessary cooking and serving utensils. CLNCO and the Mayor will not be responsible for providing these items. No one will store any items in or around the Community Life Center without prior permission.
- e. Furniture may be moved to suit the needs of the event, however, it must be moved back to a neat appearance at the close of the event.
- f. All activities that can cause building or property damage are prohibited. (Rough playing, races, ball games, darts, etc...)
- g. Requester will ensure that vehicles on park on the hard top (asphalt and not on the grass/dirt areas. Vehicles will not be parked in such a way that will prevent emergency vehicles access to the Community Life Center.

Figure P-1. Community Life Center Request Form (continued)

1. RESERVATIONS

- a. To reserve the Community Life Center, requester must coordinate with the Community Life NCO (CLNCO), not the Mayor. Reservations can only be made for the current month or one month ahead of the current month. Only the Mayor can make reservations more than two months ahead of the current month, which are limited to Community events. **Requester must be a resident of the community to reserve the center.**
- b. CLNCO will not except over the phone reservations, but he or she can tell the person requesting the building if it is available the day in question. Reservations are not official until requester fills out and turns in the Community Life Request Form and Expected Attendee List to the CLNCO in person. Any one can receive a copy of the Request Form and Expected Attendee List from the CLNCO at the Community Life Center.
- c. **The center can only be reserved by residents:** active duty soldiers or their spouse, but not by their dependents. If requester does not show his or her valid Department of Defense Military Identification Card to the CLNCO their request for the Community Life Center will not be accepted.
- d. The center will not be reserved for military or sergeant's time training; but can be reserved for military unit's hail & farewells, Family Readiness Group events and unit holiday parties.
- e. The center will not be used for any type of personal business or profit making events. Non-profit events, such as Family Readiness Group bake sales, will be allowed, but only with prior authorization from the CLNCO.

SAMPLE

2. KEYS

- a. Coordination must be made with CLNCO as to what date and time the requester will sign for the building keys. The Mayor and their staff cannot issue keys. Keys can be sign for up to, but not earlier than, three working days prior to the event. Keys will not be issued out on holidays and weekends.
- b. The keys will be returned to CLNCO, not the Mayor, the first working day following the event.
- c. Keys must remain on requester's person at all times. Requester will not allow keys to be used by any one else for any reason.

3. GENERAL RESPONSIBILITIES

- a. If, when first arriving at the Community Life Center and or during function, you note any problem(s) with the building, equipment, trash, etc call and leave a description of the problem on the CLNCO's answering machine. The CLNCO will take required action as needed.
- b. Requester must be present during the entire event, to include setup and cleanup times. They must supervise the event to ensure all rules are followed and good order is maintained. Requester is liable for any damages or property missing from the building, parking area and CLP building grounds.
- c. The building can only be occupied during the date(s) and time(s) marked on the Community Life Center Request Form, no earlier and no later.
- d. Requester will be responsible for their own set-up, cleanup and running of their event. Requester will provide all necessary cooking and serving utensils. CLNCO and the Mayor will not be responsible for providing these items. No one will store any items in or around the Community Life Center without prior permission.
- e. Furniture may be moved to suit the needs of the event, however, it must be moved back to a neat appearance at the close of the event.
- f. All activities that can cause building or property damage are prohibited. (Rough playing, races, ball games, darts, etc...)
- g. Requester will ensure that vehicles on park on the hard top (asphalt and not on the grass/dirt areas). Vehicles will not be parked in such a way that will prevent emergency vehicles access to the Community Life Center.

Figure P-1. Community Life Center Request Form (continued)

WILL BE RESPONSIBLE FOR REPLACING MISSING ITEMS AND OR CORRECTING ALL DAMAGES DONE.

C. I UNDERSTAND THAT THE CLNCOs ARE NOT RESPONSIBLE FOR ANY ITEMS BROUGHT TO OR LEFT IN OR AROUND THE PREMISES OF THE COMMUNITY LIFE CENTER.

D. I UNDERSTAND THAT TO UTILIZE THE BUILDING ON A REOCCURRING BASIS DURING THE YEAR, THIS REQUEST MUST BE RENEWED BETWEEN THE 15TH AND LAST WORKING DAY OF THE MONTH, PRIOR TO MONTH BEING REQUESTED.

E. I AGREE THAT I AM SIGNING FOR ALL KEYS, AND FURNITURE AND EQUIPMENT IN THE BUILDING. KEYS ARE FOR LOCKS/DOORS WITHIN THE BUILDING, WHICH INCLUDE: KITCHEN/TODDLER KEY, FRONT DOOR KEY, TV/VCR KEY, AND STEREO KEY.

6. By printing, signing and dating below constitutes agreement with the Rules, Guidelines and Agreement, pertaining to the use of the Community Life Center and includes signing for equipment stated above. I further understand that the Community Life NCO, Mayor and Military Police may visit my function in order to ensure compliance with the rules. **If found to be out of compliance, the function will be terminated at that time and future use of the building will be denied.**

REQUESTER'S PRINTED NAME:

REQUESTER'S SIGNATURE:

DATE / TIME:

SAMPLE

Glossary

Section I. Abbreviations

AD, C & FA

Assistant Director, Community and Family Activities

AFAP

Army Family Action Plan

CFC

Combined Federal Campaign

CLNCO

Community Life Noncommissioned Officer

CLO

Community Life Officer

CLP

Community Life Program

CofS

Chief of Staff

CSC

Community Service Council

DCG

Deputy Commanding General

DCA

Directorate of Community Activities

FHFH

Fort Hood Family Housing

GC SGM

Garrison Sergeant Major

IG

Inspector General

ICLO

Installation Community Life Officer

1 OCTOBER 2001

III CORPS & FH REG 600-20

NCOIC

Noncommissioned Officer in Charge

NLT

Not later than

PAO

Public Affairs Office

PMO

Provost Marshal Office

PX

Post Exchange

RCAC

Regional Community Actions Council

RCLO

Regional Community Life Officer

SJA

Staff Judge Advocate

SSU

Subordinate Sponsoring Unit

SU

Sponsoring Unit

Section II. Terms

This section not used.

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