

### Private Organizations (PO) Checklist

Please use this checklist as a guide before submitting paperwork for operating a private organization on-post. Your application cannot be approved without the necessary documentation. This is not meant to be a substitute for regulations. Please also refer to AE Reg 210-22 and AR 210-22

#### Written application to the installation commander must include:

- ✓ Two copies of the charter, articles of agreement, constitution, by-laws or other authorization document
- ✓ Documentation that states the PO's nature, functions, objectives (including planned use of funds), and activities
- ✓ 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)
- ✓ A list of the PO officers including:
  - Addresses
  - Telephone numbers and
  - Email addresses
- ✓ The location and types of on-post bank accounts and account numbers \*
- ✓ A statement of PO liability if assets are not enough to cover liabilities
- ✓ An agreement to reimburse the Army for utility expenses
- ✓ A copy of the approval document if approval to operate was granted previously
- ✓ A statement that the PO will not propagate extremist activities or violence against others or the violent overthrow of the Government
- ✓ A statement that PO activities will not seek to deprive individuals of their civil rights

\* This may be provided after approval to operate is granted if not yet determined