



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
HEADQUARTERS, U. S. ARMY AIR DEFENSE ARTILLERY CENTER AND FORT BLISS
1733 PLEASANTON ROAD
FORT BLISS, TEXAS 79916-6812

**STANDARD OPERATING PROCEDURES:
INSTALLATION MORALE, WELFARE AND RECREATION FUND**

Private Organization Operations and Fundraising

1. REFERENCES

- a. DOD 5500.7-R, Joint Ethic Regulation
- b. DODI 1000.15 Private Organizations on DOD Installations (Please note that the previous reference for the operation of a private organization, AR 210-1, was rescinded in 1997.)
- c. AR 210-22, Private Organizations on Department of the Army Installations, 22 October 2001.

2. INTRODUCTION

- a. It is Department of Defense (DOD) policy that procedures be established for the operation of private organizations (PO's) on DOD installations.
- b. The Directorate of Morale, Welfare, and Recreation (DMWR), Financial Management Division (FMD), administers oversight on Fort Bliss.

3. ESTABLISHMENT, REQUIREMENTS AND REPORTING PERIODS

- a. To establish a Private Organization on Fort Bliss, the organization must submit the following items to the Financial Management Division, ATTN: ATZC-MWR-FM (Private Organization Advisor), Building 11, Fort Bliss, TX 79916.

(1) The initial request will include:

- (a) Constitution, articles of agreement, which must include:
- (b) Statement of the PO's nature, objectives, and activities
- (c) Statement defining membership eligibility
- (d) Description of management responsibilities, including accountability of assets, satisfaction of liabilities, disposition of any residual assets on dissolution, and other matters that show responsible financial management.

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(e) Documentation indicating an understanding by all members as to whether they are personally liable if the assets are insufficient to discharge all liabilities.

(f) Signature(s)/date

(2) List of current board members (neither Soldiers nor DA employees (APF or NAF) will be assigned to work for Private Organizations in an official capacity. In addition, positions in a Private Organization will not go automatically to a DA employee because of their official position.)

(3) Minutes of last meeting

(4) Annual financial statements (these must indicate that the PO is self-sustaining)

(5) Audit (with evidence that recommendations are being followed)

(6) Tax status determination

b. For a Private Organization affiliated with a national or state headquarters by local chapter affiliations or lodges, verification that they are in good standing with national headquarters.

c. Once your Private Organization is validated, the Garrison Commander, through the Financial Management Division, will issue an Operating Permit that is valid for two years.

d. Under the current guidelines (DODI 1000.15), a private organization shall not use the following:

(1) The name or seal of the Department of Defense or the acronym "DOD."

(2) The name, abbreviation, or seal of any DOD component or instrumentality.

(3) The seal, insignia, or other identifying device of the local installation.

(4) Any other name, abbreviation, seal, logo, insignia, or the like, used by any DOD component to identify any of its programs, locations, or activities.

e. Although the Army recognizes that Private Organizations make many contributions to military installations, the Army may not provide official endorsement to any Private Organization.

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f. DOD employees who are members of Private Organizations must be careful to separate their official duties from their activities in the Private Organization.

g. Private Organizations will not engage in the resale of alcoholic beverages at any time.

4. FUNDRAISING OPPORTUNITIES AND PROCEDURES

a. CAR WASHES

(1) Beginning on the second Thursday of each month, the Unit Fund/FRG should contact the Unit Funds Advisor, who will advise the organization of available dates in the following two months (Example: If calling in January, the dates open will be in February and March). Units and FRGs may call until all available slots for those open months are taken. Commanders of IET soldiers must seek legal advice from SJA prior to conducting any fundraising events (TRADOC Regulation 350-6, para 2-6, k).

(a) A written memorandum is required from the organization (Unit or FRG) and should include a preferred and alternate date, and a point of contact with two telephone numbers, ideally with an answering machine. The unit commander must approve and sign the fund raising memo and forwarded to the Unit Funds Advisor for scheduling.

(b) Units are required to deposit the proceeds from the fundraising activity into the unit fund account. When holding a combined unit/FRG car wash, the money earned will be divided equally, and 50 percent will be deposited into the unit fund account. If the Unit chooses to hold a car wash as a fundraiser to give proceeds to an outside organization, such as *Partners in Education*, the Unit representative must follow the process outlined in paragraph B, 2, a.

(2) Units and FRGs are strongly encouraged to contact the Advisor as soon as possible once a date is chosen. Due to the large number of organizations (units/FRGs/private organizations) on Fort Bliss that wish to hold car washes, space is limited.

(3) Car washes are only authorized at the on post, coin-operated Car Wash Facility. Days and times available are as follows: Thursday, 1200-1600, Friday, 1200-1600, Saturday, 0700-1100 and 1200-1600, and Sunday, 0700-1200 and 1100-1600. **Units and FRGs of the same unit may have only one carwash per month.**

(4) Water conservation policies must be observed.

(5) An outside faucet will be available; however, no hoses are permitted. Organizations may also use additional buckets and sponges if needed.

(6) Barbecues or alcoholic beverages are not permitted.

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(7) Children under 12 years of age are not allowed.

(8) Unit fund raising events that are held off-post do not require coordination with the Unit Fund Advisor. However, all money earned will be deposited to the unit fund account in order to maintain a proper audit trail.

b. RAFFLES

(1) Raffles, defined as a contest in which a number of persons buy chances on a prize(s) with the winner determined in a random drawing are authorized on Fort Bliss only when they meet the following requirements:

(a) A qualified organization may conduct raffles, subject to approval from the installation commander, provided that:

(1) The organization holds no more than two raffles per year per organization; only one raffle may be conducted at a time by any organization.

(4) Water conservation policies must be observed.

(5) An outside faucet will be available; however, no hoses are permitted. Organizations may also use additional buckets and sponges if needed.

(6) Barbecues or alcoholic beverages are not permitted.

(2) All proceeds are spent for charitable purposes.

(3) Raffles are not promoted through paid advertisement; raffles are not be promoted or advertised statewide, and raffle tickers are not be offered or sold statewide.

(4) Money is not offered as a prize; if a prize is purchased, its value may not exceed \$25,000 (there is no limit if the prize is donated).

(5) Only organization members offer and sell tickets; persons selling tickets cannot be compensated.

(6) Raffle-related activities are not conducted while in uniform.

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(b) The organization conducting the raffle must ensure the following:

(1) That the installation commander or his designee authorizes the raffle.

(2) Participants understand that the raffle is being conducted by a charitable organization and not by the Army.

(3) Purchase of the tickets is voluntary; there is no appearance of coercion or compulsion to participate.

(4) A door prize drawing, defined as an award of a prize(s) to one or more members of a group of persons who have attended an event, such as a social, or tea, and who have not paid or promised something of value for a ticket, is authorized. For example: The ticket holder can be charged a fee for entrance to the function, but not for the prize(s) ticket itself.

(5) Fort Bliss follows procedural guidelines for raffles outlined in the Vernon's Texas Statutes Annotated Article 179f and Memorandum, ATZC-JA, dated 03 June 1992, Subject: Do's and Don't for Conducting Raffles. A copy of this guideline can be obtained through the Advisor or MWR Financial Management Division.

c. PROCEDURES FOR COORDINATING A FUNDRAISER

(1) If a Private Organization wishes to conduct any fundraiser on Fort Bliss (such as car washes, bake sales, or selling items), or other fundraising event, a written request detailing the event (who, what, when, where, how, and purpose and signed by the president or designee) must be submitted to the MWR Financial Management Division (FMD), ATTN: ATZC-MWR-FM, Bldg. 11, Pershing Rd., Fort Bliss, Texas 79916, or fax to (915) 568-1921.

(2) Please note that this process can take between 4-6 weeks. The request may require concurrence from other installation entities, and must be approved by the Office of the Staff Judge Advocate, and the Garrison Commander or Commanding General. The request must be submitted in sufficient time to allow for required processing.

(3) The organization will be notified in writing by FMD of the approval/disapproval. The approval letter must be on hand during the fundraising activity.

(4) Exceptions to this process include when the Private Organization is conducting a fundraiser within its own organization, to its own members, under the approval of the president or leader; or fundraising events that are held off-post. Coordination with the Advisor is not required under these circumstances.

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(5) The installation commander authorizes all Private Organization fundraisers, unless this authority has been further delegated.

(6) After the raffle has been conducted, the Private Organization must prepare an After Action Report (AAR) detailing, among other things, the amount of income from ticket sales and all expenses associated with conducting the raffle. The AAR must be submitted to the Advisor no later than 2 weeks after completion of the fundraising event.

(7) Fundraising and membership drives by organizations composed primarily of DOD employees or their dependents (for example, family readiness groups) when fundraising is among their own members for the benefit of welfare funds may be authorized and are not subject to the provisions of the Joint Ethics Regulation, Section 3-211.

(8) Occasional fundraising events may be authorized, and the use of DOD facilities and equipment may be permitted, on a case-by-case basis. Logistical support of charitable fundraising events must meet the requirements of the Joint Ethics Regulation, Section 3-211.

(9) Major fundraising events require a tremendous effort in coordination. Support from the Directorate of Public Works and Logistics, or traffic control by the Military Police, is often needed. Sales of food items require training for all food handlers by Preventive Medicine, and possibly on-site inspection of the event. Because post organizations involved with the fundraiser will review the request, it is recommended that the Private Organization coordinate all requirements with appropriate post organizations well in advance of the event to ensure that preparations and arrangements are fulfilled.

5. REVALIDATION

a. All PO's must be revalidated every 2 years and are usually notified when it is time to revalidate. Special attention should be paid to the period of validity; requests to revalidate should be submitted at least 60 days in advance. If the Private Organization fails to revalidate, and the 2 year period elapses, any request for fundraiser will be denied.

b. To revalidate, items listed in paragraph 3 above (ESTABLISHMENT, REQUIREMENTS, AND REPORTING PERIODS) must be submitted, along with a written request for revalidation that includes:

(1) A statement freeing the installation commander from liability for the PO's actions.

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(2) Any changes in the organization or operation. This includes changes or alterations to the organization's by-laws, constitution, and standard operating procedures. Please note that if such changes are significant, the organization may need to reapply for validation as a Private Organization through the Financial Management Division, who must ensure that the Private Organization is operating within the current guidelines. Any changes should be specifically noted in the revalidation.

6. AUDITS

a. POs with gross annual revenue of \$1,000 or more will be audited at least once every 2 years.

b. Either a PO member who holds no office and is at least 18 years of age, or a qualified auditor, can audit the PO using single entry accounting, with income only from contributions, dues, and assessments. When PO's engage in resale or fundraising activities, they may be audited by either an appointed committee of three PO members who hold no office, or a qualified auditor.

c. A qualified auditor is a GS-9 grade or above in civilian job series 510 or 5 II, or a public accountant or certified public accountant. ***A compilation is not an audit.***

7. TERMINATION OF YOUR PRIVATE ORGANIZATION

a. PO's may be discontinued by the membership at any time. This should be documented in the minutes of the final meeting and forwarded to the Financial Management Division. The letter or memo should address disposing of assets, outstanding liabilities, and include an ending balance statement.

b. If your Private Organization does not request revalidation at the end of the two-year operating period, permission to operate will be canceled.

c. The installation commander can also revoke permission to operate on Fort Bliss any time during the two-year period.

8. TAXES AND OTHER LEGALITIES

a. PO's are not instrumentalities of the federal government. PO purchases, sales, and income may be subject to taxation. There are no arrangements between NAFs and POs to avoid the imposition of state or local taxes on PO transactions or to authorize NAFI support beyond that authorized by statute.

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b. All private organizations covered by this SOP will secure adequate insurance when necessary to protect against public liability, property damage claims, or other legal actions that may arise from activities of the organization or one or more of its members acting on its behalf, or the operation of any equipment, apparatus, or device under the control and responsibility of the private organization.

c. No person because of race, color, creed, sex, age, disability or national origin shall be unlawfully excluded from participation, or otherwise subjected to unlawful discrimination by any private organization on a DOD installation covered by this SOP. Allegations of unlawful discrimination by a private organization will be reported to the Fort Bliss Inspector General.

d. Private organizations covered by this SOP are responsible for complying with applicable statutes and regulations, including labor laws, environmental laws, local, state, and federal tax codes, and fire and safety regulations.

e. Copies of the DOD 5500.7-R, Joint Ethic Regulations, and the DODI 1000.15, Private Organizations on DOD Installations, can be obtained through the Financial Management Division, or online at www.blissmwr.com.

f. Point of contact at the Directorate of Morale, Welfare, and Recreation is the Private Organization Advisor, 568-4444, Fax: 568-1921.

JOE K. KENNEDY
Director, Morale, Welfare,
and Recreation