



# INSTRUCTIONS FOR COMPLETING PRIVATE ORGANIZATION (PO) APPLICATION

In accordance with Army Regulation 210-22  
**“Private Organizations on Department of the Army Installations”**

1. For approval of a private organization, fill out the private organization application and return to:

**Directorate of Family and Morale, Welfare, and Recreation  
Building 681, 2<sup>nd</sup> Floor  
West Point, New York 10996  
POC: Kelly Spaulding**

*\*Contact this office if you have any questions (845) 938-2103*

2. The following paperwork must be provided with your application:

- Completed application along with signed Memorandum of Understanding (MOU).
- Constitution.
  - Statement of the dissolution (disposition of remaining assets on breakup of the PO).
  - Statement of liability, if assets are not enough to cover all PO liabilities. Also, it will address the extent of the PO members' personal liability for debts of, or claims against, the PO.
- By-laws.
- Current Officers (addresses, phone numbers, & e-mail).
- Minutes of last three Membership Meetings.
- Financial Statement.
- Audit (if gross annual revenue exceeded \$1000 an audit is required).
- Copy of Tax Status Determination letter from the IRS.
- Copy of last two years Exempt Organization Business Income Tax Returns (form 990).
- Copy of liability insurance coverage.
- Copy of registration letter from NYS Charities Bureau (if annual revenue exceeds \$25, 000).
- Copy of written authorization to use “West Point” in your clubs name.

3. AR 210-22, "Private Organizations on Department of the Army Installations", must be read and a statement of acknowledgment must be signed stating you have read and understand the regulations. This statement is provided on page two of the application within the MOU between the United States Army Garrison, West Point, and the PO.

4. This application takes approximately 8-10 weeks to process. You will receive a letter of authorization upon approval by the Office of the Garrison Commander.

5. **Approval is valid for two years.** A revalidation must be obtained through written request 30 days prior to expiration date to avoid a lapse in your authorization.

6. Your PO may need to register with NYS Charities Bureau. Contact NYS Office of the Attorney General at (800) 771-7755 or visit their webpage at [www.oag.state.ny.us](http://www.oag.state.ny.us)