

PRIVATE ORGANIZATIONS (POs)

Establishment Requirements Package

Tabs:

1. Memorandum - PO Request for Establishment (with MSG/CC signature page on letterhead)
3. Constitution and Bylaws
4. Financial Statements (Most recent bank statement or signed treasurers' report)
5. Public Audit Report (If annual gross revenues are more than \$250,000)
6. Insurance coverage or insurance waiver memorandum (with MSG/CC signature page on letterhead)
7. List of officers with contact information
8. A copy of the most recent meeting minutes

Route to Private Organization Coordinator at the 377 FSS/FSR

Sarah Landreneau
DSN: 846-7366
Fax: 846-9084

Private Organization Maintenance

Once established, POs are required to send to the PO coordinator:

1. Financial documents and minutes of meetings at least quarterly
2. Change in officers with contact information

Annual review is conducted by the FSR flight chief

Changes to the POs constitution/bylaws require review/approval through JA and MSG/CC