



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
POSTAL SERVICE CENTER BOX 8003
CHERRY POINT, NORTH CAROLINA 28533-0003

ASO 5760.2C
MCCS
19 JUL 2014

AIR STATION ORDER 5760.2C

From: Commanding Officer
To: Distribution List

Subj: PRIVATE ORGANIZATIONS ABOARD MARINE CORPS AIR STATION,
CHERRY POINT

Ref: (a) DoD 5500.7-R
(b) MCIEAST-MCB CAMLEJO 5760.1
(c) MCO 5760.4C
(d) DoD Inst 1000.15
(e) DoD Dir 1000.26E
(f) SECNAVINST 11011.47B
(g) Navy Facilities Real Estate Manual (NAVFAC P-73)
(h) MCO 1700.22F
(i) MCO P1700.27B
(j) MCO 5580.2B
(k) DoD Inst 5200.08
(l) DTM 09-012
(m) ASO P5560.3D
(n) ASO 5510.15D
(o) ASO 5560.6

Encl: (1) Sample Letter Requesting Establishment of a Private
Organization
(2) Hold Harmless Agreement
(3) Sample Memorandum of Understanding
(4) Sample Letter Requesting Continued Authority To
Operate
(5) Sample Financial Disclosure
(6) Non-Federal Entities Having Statutory Authorization
For Particular Support

1. Situation. To establish policy and procedural guidance for the establishment, operation, and support of private organizations aboard Marine Corps Air Station (MCAS), Cherry Point.

2. Cancellation. ASO 5760.2B

3. Mission. To publish policy and procedural guidance concerning private organizations (POs) aboard MCAS, Cherry Point.

DISTRIBUTION STATEMENT A: Approved for public release;
distribution is unlimited.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Particular care will be taken to ensure POs operate per the relevant statues and regulations especially reference (a), the Joint Ethics Regulation and (b), the Marine Corps Installations East Order. To avoid preferential treatment, official sanction, endorsement or support, or the appearance of such except as authorized, support of POs will be as outlined in references (a) through (e).

(2) Concept of Operations

(a) The Commanding Officer (CO) will determine which POs will be authorized to operate on the installation and will provide his express written consent. The CO is the sole authority to authorize or to terminate authority to operate.

(b) Marine Corps Community Services (MCCS) has been designated by the CO as the staff section responsible for providing administrative oversight of authorized POs.

(c) To request authority to operate a PO on MCAS Cherry Point, the following must be submitted to the CO, via the Director, MCCS:

1. A Letter Requesting Establishment of a Private Organization.

a. The letter will provide the organization's name, outline the purpose of the organization, and include facilities and services that will be requested. A sample is provided at enclosure (1).

b. A list of officers of the organization, with contact information, must be provided and must include a daytime telephone number, address, and e-mail address for each officer and if applicable the organization mailing address.

2. All POs must formally create a written constitution, by-laws, charter, articles of agreement, or other functional equivalent. These documents will be reviewed by Staff Judge Advocate (SJA) and must include the information and meet the criteria that follows. If after approval any changes are proposed, provide notice of the proposed changes for review prior to implementation to the CO, MCAS Cherry Point via the Director, MCCS and to the SJA for review.

a. Establish the nature, function, and objectives of the organization. The primary function of a PO must be the support of military members and/or their families.

b. Describe membership eligibility and include a statement that no person will be discriminated against because of race, color, creed, sex, age, disability or national origin, sexual orientation, or otherwise be subjected to unlawful discrimination.

c. Civilian membership in a PO will be limited to not more than one-third of the total membership. For purposes of this Order, DoD employees and civilian contractors are considered civilians. Military retirees and military family members are permitted without regard to limitation.

d. Detail management responsibilities to include the accountability for assets, satisfaction of liabilities, disposition of any residual assets on dissolution, and other documentation that shows responsible financial management.

e. State that members understand they are personally liable, as provided by law, if the assets of the PO are insufficient to discharge liabilities.

f. Acknowledge that mere membership in a PO does not confer the privilege of using station facilities. Only members of the PO authorized to do so in their own right can utilize station facilities.

g. Acknowledge that income will not be distributed to individual members except through wages and salaries as employees of the PO or as award recognition for services rendered to the PO or military community. This prohibition is not meant to preclude operation of investment clubs, in which the investment of members' personal funds result in a return on investment directly and solely to the individual members.

h. State which reporting period for annual reports the organization uses: fiscal, calendar, or school year.

3. Letter Requesting Out-Grant Document (Real Estate Agreement)

a. All POs requesting the use of Government

owned land or buildings, must submit a request for an out-grant document. The request should be sent to the Public Works Officer via the Director, M CCS. Per the instructions in references (f) and (g) if approved, NAVFAC will enter into a real estate agreement with the organization.

b. A PO given the privilege of the use of land or buildings on a non-exclusive and revocable-at-will basis will enter into a license agreement.

c. A PO granted exclusive use of land or buildings will enter into a lease agreement for a specified period of time in exchange for consideration.

d. Administrative fees for the preparation of a lease or license are the responsibility of the PO. Organizations will comply with all terms and conditions of the real estate agreement.

e. When Federal facilities are utilized, pursuant to an out-grant document, POs are required to reimburse the installation for the provision of utilities and/or services provided. The amount charged will be either the actual or an estimated cost. The CO may waive this requirement if he considers the cost to be nominal.

4. All POs shall secure adequate insurance as deemed appropriate by the CO and/or as outlined in the real estate agreement with NAVFAC. Insurance must be procured prior to beginning operation, in order to protect against public liability and property damage claims or other legal actions that may arise as a result of activities of the organization or one or more of its members acting in its behalf.

a. If the CO determines that the interests of the U.S. Government can be adequately protected without the private organization obtaining insurance the PO may be relieved of the obligation to obtain insurance. A copy of the CO's written waiver of the insurance requirement must be kept in the organization files.

b. All members are required to sign a Hold Harmless Agreement, provided as enclosure (2), to be kept in the organization files. A copy of each of the organization officers' Hold Harmless Agreement must be forwarded to M CCS annually.

c. If the requirement for insurance is not waived, proof of current insurance must be submitted before the private organization can operate, and on each policy renewal date.

d. United States Marine Corps, MCAS Cherry Point and MCCS will be named as Additional Named Insureds on the Certificate of Insurance.

5. All POs will submit a membership roster to Security and Emergency Services (SES) and will submit updates to the membership roster (members gained or lost), to SES as they occur to ensure compliance with the following requirements:

a. A Local Records Check will be conducted on all applicants per references (j), (k), (l) and (m). It is the responsibility of the organization and SES to ensure all members have complied with the requirement before their participation in organization activities.

b. Vehicle Registration will be conducted for applicants after approval per references (j), (l) and (m). It is the responsibility of the organization and SES to ensure all members have complied with vehicle registration requirements. Any members leaving the PO before the expiration of their vehicle pass shall return it to Pass and ID promptly.

c. Weapons Registration will be conducted for all applicants after approval per references (j) and (l). It is the responsibility of the organization and SES to ensure all applicants comply with weapons registration requirements.

6. A Memorandum of Understanding (MOU) must be included in the submission for review and signature. The MOU will define the responsibilities of each party and will include all requirements listed in this order and any other applicable regulations, as well as license or lease requirements, defined on the out-grant document. A sample MOU is at enclosure (3).

7. All POs will ensure compliance with applicable fire and safety regulations, environmental laws, local, State, Federal tax codes, and any other applicable statute and regulations.

(d) Annual Requirements: Each PO will submit to the CO, MCAS Cherry Point via the Director, MCCS:

1. A Letter Requesting Continued Authority To Operate. A sample is provided at enclosure (4).

2. Financial disclosures and supporting documentation.

a. An annual submission and financial disclosures, from each organization is required within 60 days of the end of the organization's fiscal year. A sample Financial Disclosure form is at enclosure (5).

b. An organization that has a gross annual income derived from all sources of \$2,500 or greater must submit an independent annual audit no later than 60 days after the end of their fiscal year. The submission will include a balance sheet and income statement compiled along with a bank statement for the end of the year and a copy of the organization's tax return.

c. A review of submitted financial disclosures will be conducted by MCCS for those organizations with a gross income derived from all sources of \$2,499 or less. The submission will include a balance sheet and income statement compiled along with a bank statement for the end of the year and a copy of the organization's tax return.

d. All POs with an annual income in excess of \$12,000 will be reported to the Commanding General, MCIEAST as required.

e. All POs must provide notice to MCCS of income earned at a single on-installation event in excess of \$1,000 to be reported to the Commanding General, MCIEAST as required.

3. Updated list of PO officers with contact information.

4. Updated Hold Harmless Agreements from PO officers.

5. Proof of current insurance.

6. Provide an updated member roster for SES.

7. Failure to submit the required documents in accordance with this Order, or at such time as documentation is

30 days past due will result in an action ranging from issuance of a warning to revocation of privileges.

(e) Disestablishing a PO

1. Prior to the disestablishment of an organization and/or disposal of residual assets and liabilities, forward a letter to the Director, MCCS providing notice of plans for dissolution and means of disposing of residual assets and liabilities.

2. The discontinuance of an organization can be based on the initiative of the membership or by a decision by the CO.

3. Property may not be abandoned on the installation by a PO and may only be acquired by purchase or by donation agreed to by DoD as per instruction in reference (d).

4. Schedule a walk-through of any facility or area utilized by the PO via an out-grant document with a Government representative from the Public Works Department before discontinuance.

(f) Support of Private Organizations

1. All POs are not entitled to sovereign immunity and privileges accorded to Federal entities and instrumentalities, and will not to be treated as such.

2. There shall be no financial assistance to a PO from a Nonappropriated Fund Instrumentality (NAFI) in the form of contributions, repairs, services, dividends, or other donations of money or other assets.

3. Authorized POs may be permitted to utilize Air Station facilities, services, and equipment whenever consistent with the military mission and otherwise in conformance with applicable laws, regulations and installation procedures. A letter requesting support of an event or use of facilities must be submitted a minimum of 60 days in advance of to the CO via the Joint Public Affairs Office (JPAO) for appropriate routing.

4. Youth Programs. All POs serving youth populations (e.g., Boy Scouts of America, Girl Scouts of the United States of America, Marine Cadets, Young Marines outlined in reference (j)) may be provided logistical support to include

on a limited basis, the use of Marine Corps facilities, equipment and the Marine Corps personnel necessary to make proper use of the equipment, to the extent allowed by the references and applicable law as approved by the CO. This support shall be consistent with the guidance provided in paragraph 3-211 of reference (a). Marine Corps personnel may voluntarily participate in youth organizations and activities as individuals in their personal capacities, provided they act exclusively outside the scope of their official positions. DoD employees may be appointed as DoD liaisons to the POs per paragraph 3-210 of the reference (a). Background checks are required for employees and volunteers of non-federal entities who have contact with children under the age of 18 in DoD operated, contracted, or community based programs that are used to supplement or expand child care or youth services.

5. Non-Federal Entities (NFE). A NFE is a self-sustaining organization, incorporated or unincorporated, that is not an agency of the Federal Government. They are established, operated and controlled by any individual(s) acting outside the scope of any official capacity as officers, employees, or agents of the Federal Government. Certain NFEs have statutory authorization for particular support, see enclosure (6) of this Order.

(f) All POs authorized per this Order are subject to the following restrictions:

1. Activities conducted will not prejudice or discredit the interests of the Marine Corps or other government agencies.

2. POs operating on the installation may use the name or abbreviation of the DoD, a DoD Component, organizational unit, or installation in its name, provided that its status as a PO is apparent and unambiguous and there is no appearance of official sanction or support by the DoD or the Marine Corps.

a. The PO must have approval from the appropriate DoD organization whose name is being used before using the name or abbreviation. Any use of the words "Marine Corps," "USMC," and unit or installation names or abbreviations, or any derivation thereof must be coordinated with the Marine Corps Trademark and Licensing Office located within Headquarters, U.S. Marines Corps Public Affairs (703-614-7678) for approval or disapproval.

b. A PO must display the following disclaimer on all print and electronic media mentioning the PO's name confirming that it is not part of the DoD:

"THIS IS A PRIVATE ORGANIZATION. IT IS NOT PART OF THE DEPARTMENT OF DEFENSE OR ANY OF ITS COMPONENTS, AND IT HAS NO GOVERNMENTAL STATUS."

This disclaimer must also be provided in appropriate oral communications and public announcements when the name of the PO is used.

3. Membership discrimination based on race, color, creed, sex, age, disability, or national origin, sexual orientation is prohibited. Establishment of cultural, ethnic, or religious private organizations is allowed, provided that membership is not restricted or discriminatory on the above basis.

4. All POs will not compete with MCCS revenue generating businesses or engage in retail activity except through the Whistle Stop Thrift Shop; Treasures of the Point and occasional sales for fundraising purposes, such as bake sales, etc.

5. Requests to conduct fundraisers must be sent to Joint Public Affairs Office (JPAO) and routed through the Staff Judge Advocate (SJA) for review. All requests to hold fundraisers must be approved by the Commanding Officer.

6. Per reference (i), POs are prohibited from selling, distributing or possessing any alcoholic beverage on the installation.

7. All POs will operate within the policies and requirements outlined in this Order.

8. All POs will ensure compliance with applicable fire and safety regulations, environmental laws, local, State, Federal tax codes, and any other applicable statutes and regulations.

b. Tasks

(1) MCCS

(a) Provide administrative oversight for POs operating aboard the Air Station, and serve as a point of contact for organizations requesting authority to operate,

continue to operate or discontinue operating on board the installation.

(b) Forward a current list of POs authorized to operate on the installation, no later than 1 January to the Command Inspector General (CIG) MCIEAST, via the CO. Maintain a list of organizations authorized to operate aboard MCAS Cherry Point.

(c) Report any organization with an annual income in excess of \$12,000 or that has income in excess of \$1,000 at a single on-installation event, to the Commanding General, MCIEAST, via the Commanding Officer, MCAS Cherry Point.

(d) Continually review all POs to ensure that the membership provisions and purposes continue to apply, thereby, justifying continuance.

(e) Create and maintain a file on every PO authorized to operate on the installation by the CO. The file must contain the organization's constitution and bylaws, SJA's legal opinion, the PO's written request to operate, the CO's written authorization to operate, proof of insurance or the CO's written waiver of the requirement together with a signed Hold Harmless Agreement for each officer of the organization.

(f) Review and forward documents submitted by all POs operating on the Installation to the SJA.

(2) Public Works

(a) Coordinate requests from POs for the use or occupancy of Government space or facilities on more than an occasional basis with NAVFAC.

(b) Ensure any arrangements with a PO for frequent use of space are formalized in an appropriate real property out-grant document with NAVFAC.

(c) All POs occupying Federal facilities pursuant to an out-grant document are required to reimburse the Installation for the provision of utilities and/or services provided to the PO. The amount charged will be either the actual or an estimated cost. These charges may be waived if the CO considers them to be nominal. The appearance of preferential treatment must be considered when making this determination.

(d) Administrative fees are charged when NAVFAC drafts a license or lease. Payment of the administrative fee is the responsibility of the PO.

(e) Provide copies of all out-grant and related documents to MCCS to be maintained in the PO files.

(f) Provide a Government representative to coordinate a walk-through with a PO officer before the disestablishment of a PO occurs to ensure no damages to license/lease property have occurred.

(3) Staff Judge Advocate

(a) Review each PO's Constitution and Bylaws, Memorandum of Understanding and Hold Harmless Agreement to ensure all documents are in compliance with applicable references and guidance and that the interests of the Government are protected.

(b) Review requests from POs for support of events and fundraising activities.

(c) Assist the Command Inspector in performing compliance inspections, per reference (e).

(4) Station Comptroller. Assist the CO with necessary expense determinations and other fiscal issues related to POs.

(5) Joint Public Affairs. Receive and route all fundraising requests and requests for support of events conducted by POs authorized to operate aboard the Installation, to the CO via the SJA, and other directorates as appropriate, for recommendation, approval or disapproval. Notify MCCS of the disposition of requests.

(6) Security and Emergency Services

(a) Conduct a Local Records Check (LRC) on all applicants per references (j), (k), (l), (m), and (o) prior to application approval.

(b) Conduct vehicle registration on all applicants per references (j), (l) and (m), after application approval.

(c) Conduct weapons registration on all applicants per references (j), (l) and (n), after application approval.

(d) Conduct fire safety inspections on all structures and work areas assigned to POs, after application approval.

(e) Issue a Station access badge per references (j), (l), (m), and (o) after application approval.

(7) Station Inspector

(a) Conduct compliance inspections of all PO's operating aboard the Air Station per this Order and the references.

(b) Investigate all complaints of wrongdoing involving a PO.

(c) Review all violations of non-compliance and recommend administrative and/or disciplinary action, per this Order and the references.

5. Administration and Logistics

a. Administration. This Order contains new references and several significant changes. It should be reviewed in its entirety. Recommendations for changes to this Order should be submitted to MCCS through the appropriate chain of command for consideration.

b. Logistics. None

6. Command and Signal

a. Command. This Order is applicable to all MCAS Cherry Point personnel and subordinate commands.

b. Signal. This Order is effective the date signed.


C. PAPPAS III

DISTRIBUTION: A

SAMPLE REQUEST TO OPERATE AS A PRIVATE ORGANIZATION

Date

From: President, (Name of Private Organization)
To: Commanding Officer, Marine Corps Air Station, Cherry Point
Via: Director, Marine Corps Community Services

Subj: REQUEST TO OPERATE AS A PRIVATE ORGANIZATION

Ref: (a) ASO 5760.2C

Encl: (1) Organization Constitution/Bylaws
(2) Proposed Memorandum of Understanding

1. In accordance with reference (a), (Name of Organization) requests authority to operate as a private organization aboard MCAS Cherry Point.

2. The purpose of the organization is as follows: (Describe briefly)

3. The Constitution and Bylaws of this organization have been approved by the membership and fairly represent the nature, function and objectives of the organization, and are submitted for review and approval.

4. A proposed Memorandum of Understanding is submitted for review.

5. The following principal officers may be contacted:

(a) President:	(b) Vice-President:
Name:	Name:
Address Line 1	Address Line 1
Address Line 2	Address Line 2
E-Mail Address:	E-Mail Address:
Day Phone:	Day Phone:
Cell Phone:	Cell Phone:

(c) Treasurer:	(d) Secretary:
Name:	Name:
Address Line 1	Address Line 1
Address Line 2	Address Line 2
E-Mail Address:	E-Mail Address
Day Phone:	Day Phone:
Cell Phone:	Cell Phone:

(e) Organization Mailing Address:
Address Ln 1:
Address Ln 2:
Website

4. Proposed Meeting Location:

(Describe facilities or land requested)

5. I understand that if given to permission to operate, the organization may be required to enter into a real estate agreement with NAVFAC prior to use of Government property. Administrative costs for drafting the agreement will be the responsibility of the organization.

6. I understand that if this request is approved adequate insurance as determined by the Commanding Officer and/or NAVFAC must be secured prior to beginning to operate unless waived by the Commanding Officer.

7. All members will complete a Hold Harmless Agreement which will be maintained in the organization files.

8. The reporting period for the organization will be:

- (1) Calendar Year (01 January - 31 December)
- (2) School Year (01 July - 30 June)
- (3) Fiscal Year (01 October - 30 September)
- (4) Other (_____)

9. This organization agrees to comply with all applicable regulations and directives.

Signature of President

Printed Name of President

HOLD HARMLESS AGREEMENT

In consideration of the privilege of allowing myself to participate in (Name of Organization) aboard Cherry Point, and further recognizing the voluntary nature of my participation, I, the undersigned person, intending to be legally bound, hereby promise to waive for myself, my guardians, heirs, executors, administrators, legal representatives and any other persons on my behalf, any rights and claims for damages, demands, and other actions whatsoever, including those attributable to simple negligence, which I may have against any of the following persons or entities: the United States of America; the Department of Defense; the Department of the Navy; the United States Marine Corps; Marine Corps Air Station, Cherry Point, North Carolina; any and all individuals assigned to or employed by the United States, the Department of Defense, including but not limited to the Secretary of Defense; the Secretary of the Navy; the Commandant of the Marine Corps; the Commander, MARFORCOM; the Commanding General, Marine Corps Installations East; and the Commanding Officer, Marine Corps Air Station, Cherry Point; in both their official and personal capacities, and entities' representatives, successors and assigns; which said injuries arise out of my participation in such activities.

I EXPRESSLY, KNOWINGLY AND VOLUNTARILY ASSUME THE RISKS ASSOCIATED WITH SUCH ACTIVITIES FOR MYSELF, and agree to hold the United States and the aforementioned parties harmless for any resulting injury. I understand that this assumption of risk agreement shall remain in effect until notice of cancellation is received by the Commanding Officer, Marine Corps Air Station, Cherry Point, North Carolina. I understand that, should I decline to execute this agreement, I will not be permitted to participate in these activities.

 (Signature of Witness)

 (Signature of Participant)

Date: _____

 (Printed Name of Participant)

SAMPLE MEMORANDUM OF UNDERSTANDING
BETWEEN
COMMANDING OFFICER, MARINE CORPS AIR STATION, CHERRY POINT
AND
(NAME OF ORGANIZATION)

Subj: MEMORANDUM OF UNDERSTANDING

Ref: ASO 5760.2C

1. Purpose. The purpose of this Memorandum of Understanding is to formalize the terms and conditions under which the type Name of Organization will be authorized to operate as a private organization aboard Marine Corps Air Station, Cherry Point. For the purpose of this agreement, Marine Corps Air Station, Cherry Point will hereinafter be referred to as MCAS and type Name of Organization will hereinafter be referred to as _____. Unless otherwise specified, the MCAS representative for this agreement is the Commanding Officer, Marine Corps Air Station, Cherry Point. Correspondence should be routed to the Commanding Officer, MCAS via the Director, Marine Corps Community Services (MCCS).

2. Terms And Agreements Of Understanding:

a. MCAS Hereby Agrees: Upon request, within capabilities, to provide _____ the use of clubs, meetings rooms, or other accommodations as appropriate.

b. _____ Hereby Agrees:

(1) That in the event of mobilization, or other emergencies, MCAS retains the right to terminate this agreement without advance notice to _____.

(2) That MCAS Cherry Point retains the right to bar persons who violate Federal Regulations pertaining to security, fire, health and safety, solicitation of funds or commerce, and conduct.

(3) To comply with all Federal Regulations pertaining to private organizations on Department of Defense installations to include those pertaining to security, fire, health and safety, solicitation of funds or commerce, and conduct while aboard MCAS Cherry Point.

(4) To reimburse MCAS Cherry Point for damages to Government property caused by members of _____. _____ further agrees that MCAS Cherry Point will not be responsible for damage to _____ property caused by the same.

(5) _____ will comply with all NAVFAC insurance requirements as outlined in the agreement. Administrative fees for drafting the license or lease document will be the responsibility of _____.

(6) _____ will comply with all requirements as set forth in ASO 5760.2C and other applicable references.

3. Modifications. Either party to this understanding may initiate reviews and/or modifications whenever conditions warrant. Any changes, modifications, or amendments shall be in writing and subject to the approval of both parties.

4. Effective Date. This Memorandum of Understanding will become effective upon its execution and shall remain in force through _____ or until the organization is discontinued either upon the initiative of the membership or a decision by the Commanding Officer, MCAS Cherry Point.

5. Violations. Violation of any of the terms of this Memorandum Of Understanding gives the CO, MCAS Cherry Point the authority to cancel this agreement without advance notice to _____.

(Typed Name/Signature)
(Name of Organization)
(Address)
(Address 2)
(City, State, Zip)

(Typed Name/Signature)
Commanding Officer
Marine Corps Air Station
PSC Box 8003
Cherry Point, NC 28533-0003

SAMPLE REQUEST AUTHORITY TO CONTINUE TO OPERATE

(Date)

From: (Name of Organization)
To: Commanding Officer, Marine Corps Air Station, Cherry Point

Subj: REQUEST FOR AUTHORITY TO CONTINUE TO OPERATE (NAME OF ORGANIZATION)

Ref: ASO 5760.2C

Encl: (1) Current List of Officers and Contact Information
(2) Officer Hold Harmless
(3) Current Insurance (If required)

1. In accordance with the provisions contained in the reference, I certify that (Name of Organization) is active, in compliance with current regulations, and there are no changes to the organization Constitution and Bylaws that have not been reported.

2. I understand that the Commanding Officer, Marine Corps Air Station, Cherry Point may revoke his authorization for (Name of Organization) to operate on the installation at any time

3. All members of this organization have signed Hold Harmless Agreement and copies have been retained in the organization files. A signed Hold Harmless Agreement for each organization officer is provided as enclosure (2).

4. Proof of current insurance (if required) is provided in enclosure (3).

5. A current Membership Roster has been provided to Security and Emergency Services (SES).

Signature of President

Printed Name of President

Enclosure (4)

SAMPLE FINANCIAL DISCLOSURE

Financial Disclosure Of: _____
 Exact name of Organization

Balance Sheet As Of: _____

Date Submitted: _____

	<u>ASSETS</u>	<u>TOTAL</u>
<u>Cash & Investments:</u>		
Petty Cash	_____	
Checking Accounts	_____	
Savings Accounts	_____	
Investment Accounts	_____	
TOTAL CASH & INVESTMENTS		_____
<u>Other Assets:</u>		
Resale Merchandise	_____	
Property & Equipment (net of accumulated depreciation)	_____	
Other (attach list)	_____	
Total Other Assets		_____
TOTAL ASSETS		_____
	<u>LIABILITIES</u>	<u>TOTAL</u>
<u>Liabilities:</u>		
Accounts Payable	_____	
Taxes Withheld	_____	
Other (attach list)	_____	
TOTAL LIABILITIES		_____
<u>Capital:</u>		
Operating Capital, beginning of the period	_____	
Increase (Decrease) attach schedule of income & expenses	_____	
Operating capital, end of the period	_____	
TOTAL CAPITAL		_____
TOTAL LIABILITIES AND CAPITAL		_____

The signatories of this Financial Disclosure certify the accuracy of all amounts presented.

President: _____

Treasurer: _____

Signature/Date

Signature/Date

**Non-Federal Entities Having Statutory Authorization
For Particular Support**

Non-Federal Entity	Authority
Certain Banks and Credit Unions	Chapter 1770 of 12 United States Code (U.S.C.)
United Service Organization	Section 220101 of title 36, U.S.C. (Reference (1)) Memorandum of Understanding (MOU)
Labor Organizations	Title 5, U.S.C., chapter 71 DOD 1400.25-M, Subchapter 711
Combined Federal Campaign	Executive Order 12353 Title 5, CFT Part 950 DoD Instruction 5035.1 DoD Instruction 5035.5
American Registry of Pathology	Section 177 of 10 U.S.C.
Henry M. Jackson Foundation for the Advancement of Military Medicine	Section 178 of 10 U.S.C.
American National Red Cross	Section 2552 of 10 U.S.C Section 2602 of 10 U.S.C Memorandum, for Secretary of the Army (MOU)
Boy Scout Jamborees	Section 2554 of 10 U.S.C
Girl Scouts International Events (Transportation)	Section 2555 of 10 U.S.C
Shelter for Homeless	Section 2556 of 10 U.S.C
National Military Associations; Assistance at National Conventions	Section 2558 of 10 U.S.C DoD Directive 5410.18 DoD Instruction 5410.19
National Veterans' Organization (Beds and Barracks)	Section 2551 of 10 U.S.C
United Seamen's Service Organization	Section 2604 of 10 U.S.C
Scouting: Cooperation and Assistance in Foreign Areas	Section 2606 of 10 U.S.C Reference (g)
Civil Air Patrol	Section 9441 of 10 U.S.C Section 9442 of 10 U.S.C Section 40301 of 36 U.S.C
Assistance for Certain Youth and Charitable Organizations	Section 508 of 32 U.S.C
Presidential Inaugural Ceremonies	Section 2553 of 10 U.S.C
Specified Sporting Events (Olympics)	Section 2564 of 10 U.S.C DoDD 2000.15
Fire Protection Agreements	Section 1856 of 42 U.S.C et seq
Armed Services Young Men's Christian Association	Section 2012 of 10 U.S.C Section 2648 of 10 U.S.C
Support for Youth Organizations	Section 1058 of Public Law 109-163 (Note to Section 310) Section 8126 of Public Law 109-148 (Note to Section 101)