

THRU: Directorate of Family and Morale, Welfare and Recreation
Support Services Division, ATTN: Tina Angell
FOR: Garrison Commander
Carlisle Barracks, Pennsylvania 17013

Dear (Garrison Commander):

The (Name of private organization) requests to continue to operate on Carlisle Barracks as an authorized private organization under the provisions of AR 210-22, Private Organizations on Department of Army Installations.

Attached you will find a copy of our previous yearly financial summary report including:

- a. Annual Minutes or summaries of PO
- b. Financial statements (due no later than 15 working days of meetings).
- c. Any major changes in PO activities, membership requirements, officers, objectives, organization, constitution, bylaws, use of funds, and management functions.
- d. Names, addresses, and phone numbers of recent elected officers for previous year.
- e. A copy of audit reports for previous year.
- f. A copy of annual activities report for previous year.
- g. A copy of fidelity bonding/liability insurance policies upon annual renewal.
- h. Proof of annual attendance of club officials mandatory SJA PO Ethics training. PO coordinator will coordinate and notify club officials of training dates.

The purpose of our organization is: **PLEASE STATE THE PURPOSE OF YOUR ORGANIZATION AND BENEFITS YOU CAN OFFER TO CARLISLE BARRACKS AND THE MILITARY COMMUNITY.**

Point of contact is (Name and phone number).

Chapter President

(CAN NOT USE OFFICIAL SIGNATURE BLOCK)

THIS EVENT DOES NOT EXPRESS OR IMPLY AN ENDORSEMENT OF ANY PRODUCTS, SERVICES, OR FIRMS BY THE US ARMY, CARLISLE BARRACKS, OR THE FEDERAL GOVERNMENT