**Establishing a Private Organization/Record Review**

* **Establish PO Request Memo** (must be signed by the PO president) *one time request*
* **Name approval Memo** (Only if using the installation or organizational unit name as part of the PO’s name) must be signed by the PO president and by the FWC- one time request.
* **Constitution & Bylaws** (must be signed by all the officers of the PO) *reviewed every two years or if there is a change to content. Note: officer changes should not be considered a content change*
* **Proof of Liability Insurance or an Insurance Waiver Memo** (must be signed by the PO perseiddnt and the MSG Commander) *reviewed annually*
* **Liability Certification Memo** (must be signed by the PO president)*reviewed annually or if there is any officer change*
* **Current List of Officers** *required after any officer change*
* **Meeting Minutes** *required on a yearly basis or a memo stating no formal meetings are held*
* **Financial Statement** (NO Bank Statements) *current and due at the end of every fiscal year*
* **Financial Management Memo** (must be signed by the PO persident) *one time requirement.*

**Please email all requests and documents to our organizational box 355 FSS/FSRBL**

**Please wet sign all documents, do not use military ranks or titles and display the following**

**statement in all pages:**

*This is a Private Organization. It is not a part of the Department of Defense or any of its*

*components and it has no governmental status.*