

PRIVATE ORGANIZATION CHECKLIST

Organization: _____

Date: _____

Signed: _____

MAJ Tara McCallum
Attorney Advisor

	YES	NO
Letter/Request for Permission 2 Operate or 4 Revalidation		
Charter, Articles of Agreement or Constitution and Bylaws		
Statement of nature, function, objectives (including planned use of funds) and activities of the PO		
Statement of Membership Eligibility		
Current List of Officers and their functions		
Outline/Statement of responsibility of management functions including accountability of assets, coverage and limitation of insurance, and disposition of remaining assets upon breakup of PO		
Statement of P.O. Liability and Nature and Extent of PO members personal liability for debts or claims against PO		
Copy of Minutes from Last Monthly or Quarterly Meeting		
Copy of PO latest Financial Statement if gross annual income \geq \$1000.00		
Copy of PO last Audit if gross annual income \geq \$1000.00		
Valid IRS Tax Status Determination		
Copy of Correspondence Concerning Applicability of State or Local Laws		
Copy of all Documents Filed with Federal, State or local governments as required by law (e.g. license(s) w/State for bingo or raffles), as applicable		
Copies of any Documents per AR 405-80 granting PO exclusive use of Army real estate, as applicable		

Recommended Approval? Yes/No

Comments: _____
