

## NON-FEDERAL ENTITIES (NFE) GUIDANCE

All NFE's must be sanctioned on the installation in order to operate and/or fundraise.

All NFE's must follow the AR 210-22 & AR 600-29.

All NFE's must follow the Garrison Commander's Policy Memorandum No. 13.

All NFE's must follow the DFMWR SOP.

All NFE's must attend the required yearly ethics training. An officer can request two extensions with proof of TDY orders. After they must reevaluate their position within the organization.

Fort Eisenhower tracks only the President, Vice President, Treasurer, and Secretary. (This includes co positions). These are the individuals who must attend the ethics training to be in good standing.

All NFE's must submit signed monthly minutes. If monthly meetings are held, this must be stated in the minutes. Please do not send bullet points as your minutes. If no meeting takes place, they must still submit minutes noting no meeting took place. The President or Vice President, in the Presidents absence, must sign the document.

All NFE's must submit signed monthly financials. It does not matter if a meeting does not take place, this document is due every month. Monthly financial statements must be signed by the Treasurer and President or Vice President, in the Presidents absence. Please ensure your end of month balance totals all cash on hand and all banking accounts.

Please ensure all cash and bank accounts (including savings, cashapp, and venmo) are be listed on your financial statement.

All NFE's must submit monthly bank statements. A full bank statement for the current month in question will be due. You can get a full month's bank statement by signing into your account, choosing specific dates, and print a PDF file of that current month. Ensure the entire month is submitted, regardless of partial statements. It is up to the organization to submit both statements if your bank does not provide an entire full month statement.

If needed, one on one financial statement training is available. This will ensure all Treasurers who may need a little guidance understand how to write and read a statement. Please send an email request to set up an appointment.

All NFE's must submit the monthly minutes, financials, and bank statements by close of business on the 10<sup>th</sup> of the month. If the 10<sup>th</sup> falls on the weekend the documents are due the following Monday.

All NFE's holding special events, resale or fundraising on post MUST obtain prior approval of DFMWR.

All NFE's must submit proposed changes and/or amendments to local Constitutions and Bylaws through DFMWR for approval.

All NFE's must notify the NFE coordinator each time there is a change of officials and must submit a new officers list.

All NFE's are held to the same three-mark system created by the NFE coordinator. The three-mark system holds NFE's accountable for not following the rules and regulations. Once an organization has received a mark it will stay on their file for an entire year before removed. After receiving three marks for non-compliance the NFE coordinator will draw up a packet requesting dissolution with documental evidence showing the NFE's history of non-compliance.

All NFE's communication is through officers only. Advisors are only included when an organization is not meeting the requirements.

All NFE's must have the required clauses listed within their Constitution and/or Bylaws.

All NFE's must submit an annual activity report for the preceding year (within 30 days of the start of the New Year).

All NFE's must submit an annual per calendar year audit (within 45 days after the end of the calendar year).

All NFE's automatically expire 2 years from the date of last approval, unless revalidated prior to the expiration date.

All NFE's must submit revalidation request along with all required documentation, no less than 90 days before expiration of the 2-year approval.

Once an organization has expired or been dissolved, they must wait 12 months before reapplying establishment.

Any non-federal entity who wishes to legally change their organization name must resubmit all documentation as if they are revalidating.

No officer can be told to volunteer. Everyone must be a willing participant and want to volunteer on their own free will. Each officer is only responsible for their job duties. (Ex. The Treasurer cannot act as both Treasurer and Secretary).

If an organization has missing documentation or has missed ethics training, they will not be allowed to participate in any fundraising activity in or outside of their footprint. This means the organization is not in compliance with the rules and regulations. They must be in good standing first to hold any type of fundraising event, regardless of where the event is on the installation.

If at any time an organization has a question, they can call or email the non-federal entity coordinator.

## NON-FEDERAL ENTITY (NFE) ESTABLISHMENT REQUIRMENTS

- Letter requesting establishment of organization (must include a wet signature).
- List of current officers which includes title, name, physical addresses, phone numbers, and email address.
- Proof of liability insurance and/or request for liability waiver
- National Constitution/Bylaws (if affiliated with a national organization as a sub-chapter).
- Local Constitution/Bylaws (must incorporate required clauses).
- IRS Employee Identification Number or Tax-Exempt Status.

## NON-FEDERAL ENTITY (NFE) REVALIDATION REQUIRMENTS

- Letter requesting establishment of organization (must include a wet signature).
- List of current officers which includes title, name, physical addresses, phone numbers, and email address.
- Proof of liability insurance and/or request for liability waiver
- Annual Audit Report (2 years' worth).
- Annual Activity Report (2 years' worth).
- Fidelity Bond Coverage (if monthly cash flow is over \$500.00).
- National Constitution/Bylaws (if affiliated with a national organization as a sub-chapter).
- Local Constitution/Bylaws (must incorporate required clauses).
- IRS Employee Identification Number or Tax-Exempt Status.
- NFE Checklist (created by NFE coordinator).