

Click or tap to enter a date.

From:
To: Commanding Officer, Marine Corps Air Station Iwakuni, Japan
Via: Director, Marine Corps Community Services (MCCS), Marine Corps
Air Station Iwakuni, Japan

Subj: REQUEST FOR APPROVAL OF PRIVATE ORGANIZATION (PO) STATUS

Ref: (a) MCIPACO 5760.1

Encl: (1)

1. Per the reference, request the organization titled and described as follows be granted authority to function aboard Marine Corps Air Station Iwakuni as a sanctioned PO.

2. Organizational information

a. Name of Organization:

b. Principal Officers

(1) President

Name:

E-Mail Address: (Please use personal email addresses only)

Mailing Address:

Day Phone:

Evening Phone:

Cell Phone:

(2) Vice-President

Name:

E-Mail Address: (Please use personal email addresses only)

Mailing Address:

Day Phone:

Evening Phone:

Cell Phone:

(3) Treasurer

Name:

E-Mail Address: (Please use personal email addresses only)

Mailing Address:

Day Phone:

Evening Phone:

Cell Phone:

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(4) Secretary

Name:

E-Mail Address: (please use personal email addresses only)

Mailing Address:

Day Phone:

Evening Phone:

Cell Phone:

c. Anticipated annual revenues:

d. Anticipated annual expenses:

e. Will any officer/member of the organization receive wages or salaries as an employee or remuneration for services rendered?

Yes No

If yes, provide title, purpose, and estimated amount of compensation (hourly and annually).

f. Will a Military Banking Facility account be required?

Yes No

If Yes, which MBF will be used? Community Bank NFCU

Employer Identification Number (EIN):Enter EIN

(To obtain an EIN, you must file Form SS-4 with the Internal Revenue Service (IRS).)

Start by visiting:

<http://www.irs.gov/businesses/small/article/0,,id=102767,00.html>

- Click, "Apply Online Now"
- Click, "Begin Application"
- Under "What type of legal structure is applying for the EIN," click "View additional types, including tax-exempt and governmental organizations."
- Click "community or volunteer group." (Most private orgs at MCAS Iwakuni will fall under this category. Certain large nonprofit organizations may fall under the "Other non-profit/ tax-exempt organizations.")
- Continue with the rest of the IRS application.

h. The reporting period for the organization will be:

CY (1 Jan - 31 Dec)

i. Enclosures (1) and (2) as duly approved and adopted by the membership of the organization:

(1) fairly represent the nature, function, and objectives of this organization;

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(2) define eligibility for local membership and certify that the majority of members will be primarily from the Department of Defense family;

(3) set forth responsibilities for all management functions to include accountability of assets, coverage and limitation of insurance, disposition of remaining assets upon dissolution of the PO, and assurance of responsible financial management; and

(4) include a statement of the PO's liability if assets are insufficient to cover all PO liabilities and address the extent of PO members' personal liability for debts of or claims against the PO.

j. It is acknowledged that this organization is not a government instrumentality and is not entitled to the immunities and privileges afforded government agencies.

k. It is acknowledged that this organization is responsible for all taxes and insurance required by applicable laws.

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

Signature Line