

Private Organization Binder

The purpose of this binder is to ensure an easy and smooth turnover for new officers.

A Private Organization Binder should include the following guide and AFIs:

1. Private Organization Guide
2. AF 34-223 – Private Organization Program
3. DAFI 36-3101 - Fundraising
4. AFI 34-219 – Alcoholic Beverage Program

It should also include the following templates:

1. Officer List Template
2. Fundraising Request Form Template
3. Public Health Food Form Template
4. Constitution Template
5. By-Laws Template
6. Liability Insurance/Waiver Template

Lastly, the binder should include past copies of the following:

1. Meeting Minutes
2. Financial Statements
3. Officer Lists
4. Constitution
5. By-Laws
6. Liability Insurance/Waiver
7. Approved Fundraisers

Important things to remember:

- By-Laws and Constitution are required to be updated every 2 years.
- Meeting Minutes and Financial Statements are required to be updated monthly.
- Liability Insurance/Waiver Request are required to be updated annually.
- Officer List required to be updated every time there is a change.

These templates can be found on our website at:

www.whitemanfss.com