

<http://www.jbcharleston.com/at-your-service/private-organizations>  
FAQ, Templates, Examples, AFI 34-223

## Become a Private Organization/Booster Club

Bylaws	Constitution	Officers	Liability Statement - Each member must sign	Insurance Waiver or Proof of Insurance	Approval to Operate - memo	3 Months of Bank Statements	Tax Exempt www.irs.gov	Meeting Minutes
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↑ These items do not route. ↑

## Approval Steps

FSS	Legal	MSG CC	Approved Package	Returned to FSS to update records	Returned to submitter of PO
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## Approved PO/Booster Club - Only 2 fundraising events per quarter

Fundraising Request Form	Facility	Safety - Dangerous Activity	Public Health - Food	Security Forces - Block Traffic, etc	FSS/FSRB	Legal	FSS/CC
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- Private Org vs. Booster Club – Both must have required documents in order to fundraise, only difference is dollar value in bank account(s)
- No fundraising without being approved and up to date
- A 2 week turnaround is needed for fundraising requests approval through all appropriate channels