



Intermountain CFC

2012 Family Support and Youth Activities Application Letter Instructions

For Local Independent Charities or Federation Members

Step 1: Confirm that your organization meets the following qualifications

Organizations that qualify as a Family Support and Youth Activities (FSYA) must:

- (1) Be a nonprofit, tax-exempt organization that provides family service programs or youth activity programs for personnel in the Command. The activity must not receive a majority of its financial support from appropriated funds.
- (2) Have a high degree of integrity and responsibility in the conduct of their affairs. Contributions received must be used effectively for the announced purposes of the organization.
- (3) Be directed by the base Non-Appropriated Fund Council or an active volunteer board of directors which serves without compensation and holds regular meetings.
- (4) Conduct its fiscal operations in accordance with a detailed annual budget, prepared and approved at the beginning of the fiscal year. Any significant variations from the approved budget must have prior authorization from the Non-Appropriated Fund Council or the directors. The family support and youth activities must have accounting procedures acceptable to an installation auditor and the inspector general.
- (5) Have a policy and practice of nondiscrimination on the basis of race, color, religion, sex or national origin applicable to persons served by the organization.
- (6) Prepare an annual report which includes a full description of the organization's activities and accomplishments. These reports must be made available to the public upon request.

Step 2: After confirming that your organization is an FSYA organization write a letter of application certifying items 1-6 listed above.

Step 3: Have your base commander confirm the certification statements by signing the FSYA letter of application.

Step 4: Send the original signed FSYA application letter to the appropriate Intermountain CFC office:

Utah, Wyoming (except Teton County) **and Colorado** (except Dolores, Montezuma, La Plata and Archuleta counties) **organizations** , please mail applications to:

CFC Applications
2955 Harrison Blvd., Suite 201
Ogden, UT 84403

Southwest Idaho organizations (including Malheur County, OR) please mail applications to:

CFC Applications
ATTN: Robynn Browne
P.O. Box 7963
Boise, Idaho 83707

Southeast Idaho and Teton County, WY organizations , please mail applications to:

CFC Applications
ATTN: Jan Ogilvie
U.S. Department of Energy
M/S 1240
1955 Fremont Ave.
Idaho Falls, ID 83415

Southwest Colorado organizations (Dolores, Archuleta, La Plata and Montezuma counties) please mail applications to:

Dolores Public Lands Office
ATTN: Toni Kelly/Megg Heath-CFC Co-Chairs
29211 Highway 184
Dolores, CO 81323