



ASA HUTCHINSON
GOVERNOR

STATE OF ARKANSAS
DEPARTMENT OF EMERGENCY MANAGEMENT



A.J. GARY
DIRECTOR

Eligibility Application Requirements

Service Educational Activities

See Page 2 for complete listing and guidance on SEA's

Please note that it is the responsibility of the applying organization to provide all applicable and necessary documentation for review to Arkansas Federal Surplus Property (AR FSP). AR FSP may require additional information other than what is listed on a case by case scenario. Failure to submit all required documentation will result in delay of approval. Please provide the following:

1. Eligibility Application packet with all requested information properly completed and signed by the Director/President/equivalent. (7 pages total)
2. Narrative on Official Letterhead includes the following information:
 - # of employees (full time, part time, volunteers)
 - # of participants
 - Hours of Operation
 - Details about what the organization does
 - Background about when the organization was created
 - Sources of Funding
 - Special events
 - Any other information you wish to provide
 - Sign at the bottom
3. Charter or Certificate Showing Affiliation with National Organization
4. Copy of Articles of Incorporation and By-laws
5. Copy of latest financial summary report, to equal one (1) year (do not provide bank statements).

Applications, by regulation, are required to be renewed every three (3) years and when a new authorizing official comes into office. Please retain a copy for your records. Applications may be submitted to AR FSP via e-mail, fax, or mail. If the applying organization has any questions concerning the required documentation or the application process please feels free to call our offices at (501)835-3111 Monday - Friday 8am to 4:30pm.

Brian Jones
Lead Compliance Officer
brian.jones@adem.arkansas.gov

Jeanne Raymond
Compliance Officer
jeanne.raymond@adem.arkansas.gov



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Service Educational Activities

Service Educational Activities are recognized as being of special interest to the armed services. The following organizations are eligible to receive donations of Department of Defense (DoD) surplus property:

American National Red Cross,
Armed Services YMCA of the USA,
Big Brothers/Big Sisters of America,
Boys and Girls Club of America,
Boy Scouts of America,
Camp Fire Inc.,
Center for Excellence in Education,
Girl Scouts of the USA,
Little League Baseball Inc.,
Marine Cadets of America,

National Association of Equal Opportunity in
Higher Education,
National Civilian Community Corps,
National Ski Patrol System Inc,
Naval Sea Cadet Corps,
United Services Organization Inc,
U.S. Olympic Committee,
Young Marines of the Marine Corps,
League/Marine Corps League.

These SEA's have a formal donation agreement with DoD that outlines the terms and conditions for obtaining DoD surplus property. Formal designation as an SEA comes from the DoD.

Individual units of the national organizations, such as Boy Scout or Girl Scout Troops and Red Cross Chapters, should contact their regional or national headquarters for guidance regarding the donation and use of DoD surplus property.

Schools with military training programs (such as military junior colleges, military institutes, high schools that host a Junior Reserve Officer Training Corps unit or a National Defense Cadet Corps unit, naval honor schools, and state maritime academies) should contact their sponsoring military service.

Information gathered from <http://www.gsa.gov/portal/content/105055#Educational>