



October 24, 2024

MEMORANDUM FOR RECORD

SUBJECT: Global SOF Foundation (GSOFF) Community Corridor Selection Guidelines

1. PURPOSE: Establish guidelines for creating selection criteria and an application process for non-profit organizations seeking complimentary tabletop space at GSOFF events.

2. BACKGROUND: Global SOF Foundation (GSOFF) is a 501(c)(3) non-profit organization that aims to build and grow an international network of military, government, commercial, and educational stakeholders to advance SOF capabilities and partnerships to confront global and networked threats. GSOFF is committed to supporting other non-profit organizations that serve the Special Operations Forces (SOF) community and their families.

3. POLICY: The following guidelines will govern the selection criteria and application process for non-profit organizations applying for complimentary tabletop space at GSOFF events.

A. SELECTION CRITERIA:

Eligible organizations must meet the following criteria:

- Be a reputable non-profit organization with a clearly defined mission and core activities that serve the SOF community.
- Organizations must provide clear, accessible information regarding their financial health and good standing. Required documentation at the time of application includes:
 - i. Most recent IRS Form 990 filing.
 - ii. Active State Tax-Exempt Certificate.
 - iii. Most recent State Certificate of Incorporation Status.
- Organizations must submit a completed application by the designated deadline.
- Organizations must have a good reputation and be well-regarded within the SOF and the broader military community.
- Adherence to policies and guidelines when exhibiting at GSOFF events.
- Prioritization of applications will be granted on the following criteria:
 - i. Organizations that directly or solely serve the Special Operations Forces.
 - ii. Organizations that serve both the SOF and conventional military communities.
 - iii. Organizations serve the SOF community, conventional military, and veterans.
 - iv. The number of members served annually.
 - v. Organizations headquartered or serving the applicable symposium area.



B. AGREEMENT TERMS: An organization's activities and non-profit status will undergo a comprehensive review.

- Selected organizations will be required to submit an intake form
- Selected organizations will be notified and must agree to the exhibition's terms and conditions.
- Selected organizations must agree to staff their tabletop during the agreed-upon times and ensure the space is not left unattended.
- Organizations are not authorized to share tabletops.
- Each complimentary tabletop will be equipped with a six-foot table, two chairs, and two full symposium registrations. Additional registrations will be available for a fee.
- Organizations will be required to share promotional content about the event via their social media platforms, emails, or other media through which they engage their membership.

A handwritten signature in black ink, appearing to read "Meghan Keeler".

Meaghan Keeler
Chief Operating Officer