**REQUEST FOR FUNDRAISING ACTIVITY**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Date of Submission** | **Charter Number** | **Unit Name** | | | | |
|  |  |  | | | | |
| **Is this a multiple day event?** | **Start Date of Event** | **End Date of Event** | | | | |
|  |  |  | | | | |
| **Event Description** *Please provide details of the proposed event (where, who will be participating, what*  *will be done, etc.) Use additional sheet if necessary.* | | | | | | |
|  | | | | | | |
| **Will CAPF 31’s be required for this activity?** | | |  Yes | |  No | |
| **Event in compliance with CAPR 173-4?** | | |  Yes | |  No | |
| **Has an Operational Risk Management (ORM) analysis been completed for this event*? (If so, please provide electronic copy as part of submission packet)* If there are specific safety concerns that need to be addressed, detail below and use additional sheets as necessary.** | | |  Yes | |  No | |
| **If a contract is needed is it attached along with the Unit Finance**  **Committee Approval?** | | |  Yes | |  No | |
|  | | | | | | |
| Requested by | Signature of Squadron Commander | | | Squadron | | Date |
|  Reviewed | Signature of Wing Director of Safety | | | Wing | | Date |
|  Reviewed | Signature of Wing Legal Officer | | | Wing | | Date |
|  Approve  Not Approve | Signature of Wing Commander | | | Wing | | Date |

AKWG Form 173-4

1 January 2019

Supersedes – N/A New Form

**Completing the AKCAPF 173-4**

**1 January 2019**

As established by the Alaska Wing Financial Management Policy, all requests for fundraising will be made via the AKCAPF 173-4. CAPR 173-4 paragraph 3a mandates that “Wing commanders are responsible for maintaining control over all CAP fundraising activities organized within their wings. Subordinate units must obtain prior written approval from the wing commander or designee before initiating a fundraising project Units requesting permission to fundraise will first reference CAPR 173-4 to ensure the request does not violate CAP restrictions, and then submit a Alaska Wing fundraising request form (AKCAPF 173-4) detailing the dates, location, and plan for the fundraising event. The AKCAPF 173-4 will be submitted electronically to the Wing Commander along with the Operational Risk Management Matrix (produced by National Headquarters, CAP) who will forward to the Wing Director of Safety and Legal Officer for review. Upon their approval for the fundraising event, the Wing

Commander will make the final determination and notify the unit whether the fundraising event has been approved or not. Squadrons should plan their fundraising activities at the start of each year, and submit approval forms to the wing commander for the entire fiscal year. This will allow these activities to be placed on the wing calendar and avoid conflicting events from being scheduled. Additional fundraising opportunities may arise during the year, and the AKCAPF 173-4 will be submitted with as much lead time as possible.

**Date of Submission** The date all of the request materials are submitted to the wing commander

**Charter Number** Enter the PCR-AK-XXX number of the unit initiating the request

**Unit Name** Enter the official name of the unit initiating the request

**Multiple Dates** Mark YES if event occurs on more than one date- must be a single event such as a county fair and not an annual event

**Start Date** List the first date the fundraising event will begin

**End Date** List the final date the fundraising event will conclude

**Event Description P**rovide details of the proposed event (where, who will be participating, what will be done, etc.) Use additional sheet if necessary. **Duration**

**CAPF 31** Enter if a CAPF 31 be required for cadet attendees – units will maintain forms on file

**CAPF 173-4 Compliance** Unit commander has reviewed the regulation to ensure the fundraising activity meets minimum acceptable requirements.

**ORM Matrix** Unit commander or safety designee will perform an Operational Risk Management review and determine potential risks and actions to minimize them-

**Requested by** Unit commander will acknowledge that the above information is correct

**Reviewed** Relevant wing officer has reviewed the request and finds that it conforms to

CAP regulations and policies.

**Approval** Wing Commander will note if the request is approved or not.