



NORTH DAKOTA WING SUPPLEMENT 1

CAP REGULATION 173-4

24 JANUARY 2025

APPROVED/K. JONES/CAP/DEV

Finance

FUNDRAISING/DONATIONS

CAP Regulation 173-4, dated 16 December 2014, is supplemented as follows:

Paragraph 3.d Added. All fundraising activities must comply with CAPR 173-4. NDWG Form 173-2 must be completed before any fundraising activity. NDWG members intending to engage in fundraising must submit NDWG Form 173-2 by email to the Wing Directors of Development and Finance at least 14 days prior to engaging in any fundraising activity. The activity shall not proceed without the written approval of the Wing Commander.

Paragraph 3.d.1 Added. Grants. Prior to submitting any grant requests to Federal, State, Local, Corporate, or Foundation entities, you must submit, by email, those requests to the Wing Director of Development and Wing Legal Officer. Upon their approval, complete the Grant Review Form well in advance of the application deadline by going to the HQ CAP Field Fundraising webpage at <https://www.gocivilairpatrol.com/fieldfr>. Wait for feedback from HQ CAP before submitting the grant application. No grant requests are to be submitted without pre-approval from HQ CAP.

Paragraph 3.d.2 Added. Each planned activity requires separate approval. For recurring activities, submit an annual approval request for each fiscal year. For Wreaths Across America (WAA), the Wing Commander will provide an annual fiscal year blanket approval letter for all units.

Paragraph 3.d.3. Added. Any activity requiring a contract, agreement, or memorandum of understanding must be submitted to the Wing Legal Officer and Wing Commander for coordination with HQ CAP/GC and signature by HQ CAP/COO. Members are not allowed to obligate (sign for) the corporation.

Paragraph 3.d.4. Added. Multi-unit fund raising requests should include a detailed fund distribution plan agreed upon in writing by each participating squadron's commander. An accounting of funds received/donated, expenses, copies of all sign-in sheets, and final distribution of funds should be provided to each participating squadron's commander and the Wing Directors of finance and development within 14 days of receiving the raised funds.

ROY S BARDEN, Col, CAP
Commander

Attachment 1
COMPLIANCE ELEMENTS

There are no compliance elements to this supplement.