



OREGON WING SUPPLEMENT 1

CAP REGULATION 173-4

05 NOVEMBER 2018

APPROVED/K. BARNHART/CAP/FM

FINANCE

FUNDRAISING/DONATIONS

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

3.a. Added. Oregon Wing Fundraising/Donation Request Form. ORWG Form 173-401 is prescribed for use within the Oregon Wing for all fundraising and donations. The form is available on the Oregon Wing website in fillable format and should be submitted to the Oregon Wing Administrator, electronically whenever possible.

All fundraising and donation requests are to be prepared on ORWG Form 173-401 the sent through the chain-of-command to the wing commander for review and approval at least 30 days in advance of the event or donation. Prior to the being sent to the wing commander for approval, the originating unit finance committee should review and approve the request and the approval reflected in the finance committee minutes. The wing commander may seek input and approval from the wing finance officer, wing legal officer and wing safety officer before giving final approval.

The wing commander will approve or deny and return the signed ORWG 173-401 sent back through the chain-of-command to the originator.

//Signed//
WILLIAM G RAY, Colonel, CAP
Commander

2 Attachments:

1. Compliance elements
2. ORWG Form 173-401

Attachment 1
COMPLIANCE ELEMENTS

There are no additional compliance elements for this supplement



OREGON WING FUNDRAISING/DONATION REQUEST FORM

SECTION A: FUNDRAISING/DONATION ACTIVITY INFORMATION			
Unit Name and Charter Number:			
Date of event:		DONATION:	<input type="checkbox"/> No <input type="checkbox"/> Yes
SECTION B: OFFICER IN CHARGE (OIC) OR POINT OF CONTACT (POC) INFORMATION			
Name:		Phone Number:	
Email Address:			
SECTION C: COMPLIANCE QUESTIONS			
Event has been reviewed by the Unit Finance Committee and is included in Finance Committee minutes in compliance with CAPR 173-4?			<input type="checkbox"/> Yes
SECTION D: EVENT DESCRIPTION			
Event Description: Please provide details of the Donation or proposed Fundraising Event, (attach additional documentation as needed).			
SECTION E: RECOMMEND APPROVAL or RECOMMEND DISAPPROVAL (Disapproval requires written justification)			