



CALIFORNIA WING SUPPLEMENT 1

CAP REGULATION 173-4

26 January 2024

APPROVED/D. BASS-MARAMAN/CAP/DEV

Finance

FUND RAISING/DONATIONS

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

16. Added. **California Event Planning.** Most fundraising in California Wing happens in connection with an event held outside a normal weekly meeting. Any individual or unit seeking to organize any official CAP event outside of a weekly meeting is required to prepare CAWGF 29, *Event Operations Plan* ("Form 29"), and obtain approval in accordance with this supplement.

16.a. Added. The California Wing Commander has designated approval authority for events as described in the following paragraphs. The approval authority depends in part on which unit is "sponsoring" the event—i.e., which commander is supervising the project officer and which unit budget will be accountable for any surplus or deficit in the event budget. Two or more units may co-sponsor an event for advertising purposes and may reach an agreement to share any surplus or deficit in the event budget, but a single unit must be designated as the primary sponsor for the purposes of the Form 29 and for the purposes of supervising the project officer.

16.a.(1) Added. Events involving fundraising from members of the public and events defined as High Adventure Activities under CAPR 60-1 will be approved only by the wing commander or, if so required by CAPR 173-4 or another directive publication, by National Headquarters.

16.a.(2) Added. Unless described in the previous paragraph, Cadet Programs, Aerospace Education, or Emergency Services events sponsored by California Wing headquarters shall be approved by the Director of Cadet Programs, Director of AE, or Director of Ops, respectively.

16.a.(3) Added. Unless described in the previous two paragraphs, events sponsored by a group or squadron shall be approved by the respective group commander.

16.b. Added. **Completing the California Wing Form 29.**

16.b.(1) Added. The form shall be submitted electronically for approval at least 30 days in advance of the event with a completed CAPF 160, *Operational Risk Management Worksheet* ("Form 160"). If the event will have any income and/or expenditures/reimbursements, an event budget must be approved by the sponsoring unit's finance committee and included in the submission packet. Expenditure approval, as required by CAPR 173-1, paragraphs 9.b.(5) and 9.c.(4), must be granted by a separate vote of the unit finance committee if both approvals are required.

16.b.(2) Added. The approval authority has the discretion to approve events not submitted at least 30 days in advance but should consider the severity of the delay's impact on the successful accomplishment of event objectives.

16.b.(3) Added. If the event involves fundraising from members of the public, the Form 29 and accompanying documents must be reviewed by, and the Form 29 must be signed by, a legal officer.

Commanders at all echelons are encouraged to involve any legal or safety staff assigned to the echelon when preparing or reviewing a Form 29 and accompanying documents, however such review is not mandatory except as described in the preceding sentence.

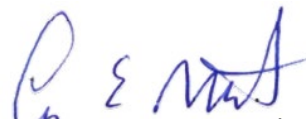
16.b.(4) Added. Events are not to be considered approved until the primary project officer has received an approved copy back from the approving authority with the necessary signatures in the approvals section of the form.

16.b.(5) Added. Notwithstanding the above provisions, any event defined as a High Adventure Activity under CAPR 60-1 shall be submitted for approval on CAPF 60-82 and accompanied by a completed Form 160 and proposed budget. Completion of the Form 29 is unnecessary for such activities.

16.b.(6) Added. Notwithstanding the above provisions, any emergency services training mission shall be submitted for approval on CAWGF 21, *Training Mission Request* ("Form 21"). Completion of the Form 29 and Form 160 is not necessary for event approval. However, an ORM worksheet shall be filled out and uploaded to WMIRS before the first operational period as part of the incident action plan ("IAP"). Every Form 21 must be approved by the California Wing Director of Operations, in addition to any approval that would otherwise be required for the Form 29.

16.b.(7) Added. Any group commander who approves a Form 29 under paragraph 16.a.(3) for a group-sponsored event must forward a copy of the signed Form 29 and the Form 160 to the California Wing Vice Commander. Any wing staff officer who approves a Form 29 under paragraph 16.a.(2) must forward a copy of the signed Form 29 and the Form 160 to the California Wing Commander, Vice Commander, and Chief of Staff.

16.c. Added. **Privately-Owned Vehicles at Activities in California.** Any use of privately-owned vehicles beyond transportation to and from the event must be requested on the Form 29 and must receive prior approval from the wing commander. If the wing commander has delegated authority for approval of the event, the approving authority must forward the CAWGF 29 to the wing commander with a note highlighting the proposed use of privately-owned vehicles before issuing any approval for the event. The wing commander must approve or deny the proposed use of privately-owned vehicles before the approving authority may approve the event.



CRAIG E. NEWTON, Colonel, CAP
Commander

Attachment 1
COMPLIANCE ELEMENTS

There are no compliance elements for this publication.