



## NEW HAMPSHIRE WING SUPPLEMENT 6

CAPR 173-1

17 APRIL 2018

APPROVED/H. LAGERMAN/CAP/FM

### FINANCIAL PROCEDURE AND ACCOUNTING

#### FUND RAISING

This supplement prescribes the procedures for wing/squadron fund raising activities and processing donations IAW CAPR 173-4.

1. Prior to engaging in any fund raising activity or request for donations, New Hampshire Wing Squadrons will submit NHWF174-1A to Wing Headquarters for approval.
2. Within 30 days of the completion of a fund raising activity or receipt of a donation (monetary or equipment), the squadron will submit a NHWF174-1B, "Final Report of Activity", to New Hampshire Wing Headquarters. In the event the fund raising activity is postponed or canceled, it is the squadron commander's responsibility to notify the Wing Administrator.
3. Donation letters will be issued through Wing Headquarters IAW CAPR 173-4. It is the responsibility of the Squadron Finance Officer or Squadron Commander to notify the WA of the donation and mailing address information.

Kevin N. Harbison, Colonel, CAP  
Commander

**Attachment 1 - COMPLIANCE ELEMENTS**

OPR	#	Compliance Question	How to Verify Compliance	Discrepancy Write-up	How to Clear Discrepancy
NHW/FM	1	Are Fund Raising Events approved by NHWG HQ IAW NHWF174-1A?	Ask at commanders call if any unit is planning events	Event occurred w/o approval	Complete fund raising form
NHW/FM	2	Are donation receipts processed by NHWG HQ IAW NHWF174-1B	WA review monthly fund raising forms	No final report sent to HQ	Complete final report