

**New Mexico Wing**  
**Fundraising Worksheet**

Unit Name and Number \_\_\_\_\_

Project Officer \_\_\_\_\_ Email \_\_\_\_\_ Tel \_\_\_\_\_

Activity Proposed \_\_\_\_\_

Cadet Participation Y/N \_\_\_\_\_

Cost of Fundraising \$ \_\_\_\_\_ ( estimated)

Explanation \_\_\_\_\_

Wing Approval by \_\_\_\_\_ Position \_\_\_\_\_

**Post Activity Section – complete after activity and submit with deposit.**

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Number of Unit Participants Cadets \_\_\_\_\_ Seniors \_\_\_\_\_

Funds Raised \$ \_\_\_\_\_ Less Actual Cost \$ \_\_\_\_\_

Net Profit \$ \_\_\_\_\_

Comments \_\_\_\_\_

Would you consider conducting this activity again? Y/N \_\_\_\_\_

**Wing Finance Action**

Scanned to Smart Vault by \_\_\_\_\_ on \_\_\_\_\_

Uploaded to QuickBooks by \_\_\_\_\_ on \_\_\_\_\_

## New Mexico Wing Fundraising Worksheet – Instructions

CAPR 173-1 requires that fundraising activities outside of normal unit meetings receive pre-approval and that the Wing Director of Finance needs to monitor Unit Fundraising activities. This form will enable the unit to comply with both procedures on a single form.

### **Before the Fundraising Activity**

A person at the Unit must be listed with contact information in case additional information is needed.

Activity Proposed – list the nature of the activity. For example, car wash, Balloon Fiesta, candy sales, etc.

Cadet Participation – requires a Yes or No response

Cost of Fundraising (estimated) –include cost of transportation, supplies, lunch, etc.

Unit must complete the top section of the form and forward it to Wing HQ by mail or fax, or via email to the Wing Commander for approval. Wing will return a copy of the approval to the Unit and to the Wing Finance Officer.

### **After the Activity**

The Unit must input the number of cadets and number of seniors who participated in the activity and the total amount raised. Unit must also provide the actual cost – vehicle fuel, lunches, etc. (this should be available from the Unit Finance Officer via copies of reimbursement requests / receipts) and the net profit / loss to the unit for the activity.

Comments – include information on how the function went, unexpected actions, etc. This is informational only, but might provide input for another unit planning a similar function. The same is true for the yes or no answer to “would you do it again?”.

The Completed Form must be sent to Wing Finance with the Deposit Form of the Funds.

Wing Finance will scan and upload the form to National Headquarters.