



## CAP REGULATION 173-4

3 January 2020

APPROVED/K.JONES/CAP/DEV

Development

FUNDRAISING/DONATIONS

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

**3.a. Added.** Washington Wing subordinate units will use the WAWG Form 173-4 to request all fundraising events and activities. The WAWG Form 173-4 is available on the wing website.

**3.a.(1) Added.** All WAWG Form 173-4 fundraising requests are to be prepared by the Unit Commander and sent electronically to the Fundraiser Request System for review and approval at least 30 days in advance of the event. The request will be reviewed by the Wing Legal Officer and Wing Safety Officer before the Wing Commander makes a final approval decision.

**3.a.(2) Added.** If a contract of any kind is required for the fundraising event, then the contract for signature and a copy of the unit's Finance Committee Minutes recommending approval must accompany the fundraising request.

**3.a.(3) Added.** The Wing Commander will make the final approval decision in the Fundraiser Request System. The requestor will then be notified of the final decision.

SHELLY NORMAN, Colonel, CAP  
Commander

**Attachment 1**  
**COMPLIANCE ELEMENTS**

There are no compliance elements to this supplement.