



## NEW HAMPSHIRE WING SUPPLEMENT 1

### CAPR 173-4

2 February 2023

APPROVED/K. JONES/CAP/COD

Fund Raising

**FUND RAISING/DONATIONS**

This instruction 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 NHWF173-4A, "Fundraising Request" to Wing Headquarters for approval.
2. All money raised during a fund-raising activity shall be deposited in whole and as soon as possible. No deductions may be taken for expenses from this deposit. All fundraising expenses shall be reported on the NHWF173-4B, "Final Report of Activity". In addition, all expenses will be paid using NHWF173-1C "Check Request" or NHWF173-1D "Credit Card Transmittal".
3. Within 30 days of the completion of a fund-raising activity or receipt of a donation (monetary or equipment), the squadron will submit a NHWF173-4B, "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.
4. 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.

Darin Ninness, Colonel, CAP  
Commander

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

There are no compliance elements associated with this supplement.