



WASHINGTON WING SUPPLEMENT 1

**CAP REGULATION 173-4**

23 November 2021

APPROVED/K. JONES/CAP/DEV

FINANCIAL MANAGEMENT

FUNDRAISING/DONATIONS

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

**3.a. Added. WAWG Request for Fundraising Activity Form.** WAWG Form 35 is prescribed for use within Washington Wing for all fundraising activities. The form is available on the WAWG website. It is to be submitted electronically to [billing@wawg.cap.gov](mailto:billing@wawg.cap.gov) whenever possible.

All fundraising activity requests will be submitted for review and approval by the Wing Commander at a minimum of thirty (30) days in advance of the event or campaign. Prior to submission, the originating Unit's Finance Committee will review and approve the request and the approval reflected in the Finance Committee Minutes. A copy of the Minutes will be attached to the WAWG Form 35. The Wing Commander may seek input and approval from the Wing Director for Finance, Wing Legal Officer and/or Wing Safety Officer before giving final approval.

The Wing Commander will approve or deny the request and return the signed WAWG Form 35 to the originating unit's Commander.

SHELLY J. NORMAN, Colonel, CAP  
Commander

**ATTACHMENT 1**

**Compliance Elements**

There are no compliance elements for this supplement.