



**OREGON WING SUPPLEMENT 1**  
**CAP REGULATION 173-4**

**28 June 2022**

**APPROVED/K. JONES/CAP/COD**

**FINANCE**

**FUNDRAISING/DONATIONS**

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

3.d. (Added). Oregon Wing Fundraising/Donation Request Form.

3.d.1. (Added). ORWG Form 173-401 is prescribed for use within the Oregon Wing for all fundraising and donations. This form is available on the Oregon Wing website in fillable format and should be submitted to the Oregon Wing Administrator electronically whenever possible.

3.d.2. (Added). All fundraising and donation requests are to be prepared on ORWG Form 173-401. The completed form is then sent through appropriate channels to the wing commander for review and approval at least 30 days in advance of the event or donation, if practical.

3.d.3. (Added). Before being submitted to the wing commander for approval, the originating unit finance committee should review and approve the request. The final unit approval is annotated in the unit's finance committee minutes and on the ORWG Form 173-401. The wing commander may consult the wing finance officer, wing legal officer and wing safety officer before giving final approval.

3.d.4. (Added). The wing commander will approve or deny and return the signed ORWG 173-401 sent back through the chain-of-command to the originator. A copy will also be uploaded and store into SmartVault.

William N. Ham, Colonel, CAP  
Commander

**Attachment 1**  
Compliance Elements

There are no additional compliance elements for this supplement.