



## WISCONSIN WING HEADQUARTERS SUPPLEMENT 1

### CAP REGULATION 173-4

27 July 2021

APPROVED/L. MYRICK/CAP/COD

Finance

#### FUNDRAISING/DONATIONS

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

#### 1. General

1.1. Added No later than 30 days prior to any fundraising activity Unit commanders will submit one copy of WIWG F22, Fundraising Authorization via email, fax, or mail to the WIFM. Activities will not proceed until approval has been given through wing commander, WIFM, or designees.

1.2. Added. Under special circumstances, verbal authorization is possible by contacting the WIFM by telephone. In this instance, WIFM will complete WIWG F22, give authorization, and forward one copy back to the unit for their records. Activities will not proceed until approval has been granted through wing commander, WIFM, or designees.

#### 3.1 Wing Commander's Responsibility

3.b.1. Added The Wisconsin Wing Commander designates the Commander, Vice Commander, Chief of Staff – Missions, Chief of Staff – Mission Support and Director of Finance (WIFM) the authority to approve fundraising requests.

#### 8. Donation or Bequest of Money

8.1. Added Copies of all donation checks must be sent to wing HQ (CAPR 173-1, Para 15) along with a CAP F164 Donation Receipt, supporting documentation and WIWG F26 Deposit Advice.

8.2. Added A CAP F164 Donation Receipt is completed when money is donated or bequeathed to CAP.

8.3. Added For donated amounts below \$5000, if a donation receipt is requested, Wing HQ will send the original CAP F164 to the donor, a copy to the Squadron, and will retain a copy for the wing's files.

DENESE HELGELAND, Colonel, CAP  
Commander

**ATTACHMENT 1****Compliance Elements**

<b>OPR</b>	<b>#</b>	<b>Compliance Question</b>	<b>How to Verify Compliance</b>	<b>Discrepancy Write-up</b>	<b>How to Clear Discrepancy</b>
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There are no additional compliance elements due to this supplement.