



NM WING SUPPLEMENT 1
CAP REGULATION 173-4
6 February 2023
APPROVED/K. JONES/CAP/DEV
Finance
FUNDRAISING/DONATIONS

CAP Regulation 173-4, dated 16 December 2013, is supplemented as follows:

3.a. Added

1. NM subordinate units and special activities (cadet encampment, glider encampment, balloon program, etc.) will submit NM Wing Form 173-4 *Request for Fundraising Activity* to wing finance for review. Wing finance will submit the request to the wing commander along with a recommendation for approval or disapproval. A signed copy (or rejection) will be returned to the unit or special activities requestor.
2. All NM units are authorized to participate in the Wreath Across America fundraising program, without additional approval.

8. Added

- a. Units below wing level will execute a CAPF 164 for donations to their unit of up to \$1000. A copy of the executed CAPF 164 will be sent to wing finance. Units will notify Wing finance, along with supporting documentation, to execute a CAPF 164 for donations in excess of \$1000.

MIKE LEE, Colonel, CAP
Commander

Attachment 1
COMPLIANCE ELEMENTS

OPR	#	Compliance Question	How to Verify Compliance	Discrepancy Write-up	How to Clear Discrepancy
CC or FM	01	Does the unit submit NMWG Form 174-4 for approval prior to executing a fundraising activity?	Review unit records to verify wing commander approval on NMWG Form 173-4.	Unit failed submit NMWG Form 173-4 for approval prior to executing a fundraising activity.	Attach a copy of the approved NMWG Form 173-4 to the discrepancy in the Discrepancy Tracking System (DTS).
CC or FM	02	Does the unit execute a CAPF 164 for all donations of \$250 up to \$1000 where no goods or services are provided to the donor?	Review unit records for execution of a CAPF 164 for any donations of \$250 up to \$1000 where no goods or services are provided to the donor.	Unit failed to execute a CAPF for donations of \$250 up to \$1000 where no goods or services are provided to the donor.	Attach a copy of the CAPF 164 to the discrepancy in the Discrepancy Tracking System (DTS).