



CAP REGULATION 173-4

12 FEBRUARY 2019

APPROVED/J. MISTICH/CAP/FM

Finance

FUNDRAISING/DONATIONS

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

3.a(1) 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.

3.a(2) Unit commanders will submit one copy of WIWG F22, Fundraising Authorization no later than 30 days prior to any fundraising activity via email, fax, or mail to the WIFM.

3.a(3) 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.

1.4. 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.

1.6. Wing HQ will send the original CAP F164 to the donor, a copy to your Squadron, and we will retain a copy for the wing's files.

DENESE HELGELAND, Colonel, CAP
Commander

Attachment 1**COMPLIANCE ELEMENTS**

There are no additional compliance elements due to this supplement.