



ALASKA WING
CAP REGULATION 173-4
Supplement 1
01 JANUARY 2019
APPROVED/S.A. JACKSON/CAP/FM
Finance
FUNDRAISING

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

3.a. Added. Alaska Wing Fundraising Form. AKWG Form 173-4 is required for use within the Alaska Wing for all fundraising. The form is available on the Alaska Wing website in fillable format.

All fundraising and donation requests are to be prepared on AKWG Form 173-4 by the Unit Commander and sent electronically to the Alaska Wing Commander for review and approval at least 30 days in advance of the event. The Wing Commander will review the request and may request additional information or may reject the request. If the Wing Commander initially approves he will forward the request for review to the wing Legal Officer and wing Safety Officer before giving final approval.

If a contract of any kind is required for the Fund Raising event then the contract for signature and a copy of the unit's Finance Committee Minutes approving it must accompany the Fund Raising Request.

The wing commander will return the signed AKWG 173-401 back to the wing if either approved or denied.

A handwritten signature in black ink, appearing to read 'Timothy F. Hahn'.

//Signed// COL TIMOTHY HAHN, CAP
ALASKA WING Commander

Attachment 1
COMPLIANCE ELEMENTS

There are no additional compliance elements for this supplement. Compliance elements are prescribed in CAPR 173-4.

REQUEST FOR FUNDRAISING ACTIVITY

Date of Submission	Charter Number	Unit Name	
Is this a multiple day event?	Start Date of Event	End Date of Event	
Event Description <i>Please provide details of the proposed event (where, who will be participating, what will be done, etc.) Use additional sheet if necessary.</i>			
Will CAPF 31's be required for this activity?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Event in compliance with CAPR 173-4?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has an Operational Risk Management (ORM) analysis been completed for this event? <i>(If so, please provide electronic copy as part of submission packet)</i> If there are specific safety concerns that need to be addressed, detail below and use additional sheets as necessary.		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If a contract is needed is it attached along with the Unit Finance Committee Approval?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Requested by	Signature of Squadron Commander	Squadron	Date
<input type="checkbox"/> Reviewed	Signature of Wing Director of Safety	Wing	Date
<input type="checkbox"/> Reviewed	Signature of Wing Legal Officer	Wing	Date
<input type="checkbox"/> Approve <input type="checkbox"/> Not Approve	Signature of Wing Commander	Wing	Date

AKWG Form 173-4
 1 January 2019
 Supersedes – N/A New Form

Completing the AKCAPF 173-4

1 January 2019

As established by the Alaska Wing Financial Management Policy, all requests for fundraising will be made via the AKCAPF 173-4. CAPR 173-4 paragraph 3a mandates that “Wing commanders are responsible for maintaining control over all CAP fundraising activities organized within their wings. Subordinate units must obtain prior written approval from the wing commander or designee before initiating a fundraising project. Units requesting permission to fundraise will first reference CAPR 173-4 to ensure the request does not violate CAP restrictions, and then submit a Alaska Wing fundraising request form (AKCAPF 173-4) detailing the dates, location, and plan for the fundraising event. The AKCAPF 173-4 will be submitted electronically to the Wing Commander along with the Operational Risk Management Matrix (produced by National Headquarters, CAP) who will forward to the Wing Director of Safety and Legal Officer for review. Upon their approval for the fundraising event, the Wing Commander will make the final determination and notify the unit whether the fundraising event has been approved or not. Squadrons should plan their fundraising activities at the start of each year, and submit approval forms to the wing commander for the entire fiscal year. This will allow these activities to be placed on the wing calendar and avoid conflicting events from being scheduled. Additional fundraising opportunities may arise during the year, and the AKCAPF 173-4 will be submitted with as much lead time as possible.

Date of Submission	The date <u>all</u> of the request materials are submitted to the wing commander
Charter Number	Enter the PCR-AK-XXX number of the unit initiating the request
Unit Name	Enter the official name of the unit initiating the request
Multiple Dates	Mark YES if event occurs on more than one date- must be a single event such as a county fair and not an annual event
Start Date	List the first date the fundraising event will begin
End Date	List the final date the fundraising event will conclude
Event Description	Provide details of the proposed event (where, who will be participating, what will be done, etc.) Use additional sheet if necessary. Duration
CAPF 31	Enter if a CAPF 31 be required for cadet attendees – units will maintain forms on file
CAPF 173-4 Compliance	Unit commander has reviewed the regulation to ensure the fundraising activity meets minimum acceptable requirements.
ORM Matrix	Unit commander or safety designee will perform an Operational Risk Management review and determine potential risks and actions to minimize them-
Requested by	Unit commander will acknowledge that the above information is correct
Reviewed	Relevant wing officer has reviewed the request and finds that it conforms to CAP regulations and policies.
Approval	Wing Commander will note if the request is approved or not.