



**HAWAII WING SUPPLEMENT 1**

**CAP REGULATION 173-4**

**29 JUNE 2019**

**APPROVED/D.MILLER/CAP/FM**

**Finance**

**FINANCIAL MANAGEMENT PROCEDURE – FUNDRAISING**

**CAP Regulation 173-4, dated 29 June 2019, is supplemented as follows:**

*3a. Wing commanders are responsible for maintaining control over all CAP fund raising activities organized within their Wings. Subordinate units must obtain prior written approval from the wing commander or designee before initiating a fund-raising project. Fund raising activities will be limited to solicitations within the respective Wing.*

Hawaii Wing members are requested to use the attached HIWG Form 173-04-01 and send it to the Hawaii Wing Commander for all fund-raising activities to ensure all the analysis of the proposed activity is completed. Use electronic submission, if possible, to [rrosos@capnhq.gov](mailto:rrosos@capnhq.gov).

CHANTAL LONGERGAN  
COLONEL, CAP  
COMMANDER

**DISTRIBUTION**

- 1 – Each Squadron
- 1 – CAP – USAF PLR ADO
- 1 – HQ – PACR
- 1 – NHQ WFA



**HAWAII WING CIVIL AIR PATROL  
FUND RAISING FORM**

Unit Name and Number \_\_\_\_\_

Project Officer \_\_\_\_\_ Email \_\_\_\_\_ Phone \_\_\_\_\_

Activity Proposed (include date(s), location, supplies needed)

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Cadet Participation: Yes / No

Estimated Cost of Fund Raising \$ \_\_\_\_\_

**APPROVED**

**DENIED**

Wing Commander Signature \_\_\_\_\_ Date \_\_\_\_\_

**Post Activity Section – Complete AFTER activity and submit with deposit and receipts**

Number of Unit Participants: Cadets \_\_\_\_\_ Seniors \_\_\_\_\_

Funds Raised \$ \_\_\_\_\_ Less Actual Cost \$ \_\_\_\_\_ Net Profit \$ \_\_\_\_\_

Comments

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Wing Administrator Action Required

Upload to Smart Vault Date \_\_\_\_\_ Upload to Quickbooks Date \_\_\_\_\_

## Hawaii Wing Fundraising Instructions

CAPR 173-1 requires that fund raising activities outside of normal unit meetings must receive pre-approval and that the Wing Director of Finance needs to monitor Unit Fund Raising activities. This form will enable the unit to comply with both procedures on a single form.

### **BEFORE THE FUND-RAISING ACTIVITY**

A person at the unit must be listed with contact information in case additional information is needed.

Activity Proposed - List the nature of the activity, for example, car wash, balloon fiesta, candy sales, etc.

Cadet Participation - Requires a YES or NO response.

Cost of Fund Raising (estimate) - Include cost of transportation, supplies, beverages, meals, etc.

Unit must complete the top section of the form and forward to the Wing Commander for approval. Wing will return a copy of the approved activity to the unit and wing Director of Finance.

### **AFTER THE FUND-RAISING ACTIVITY**

The unit must input the number of cadets and number of seniors who participated in the activity along with the total amount raised. Unit must also provide the actual cost (receipts) and the net profit/loss to the unit from the activity.

Comments – If any, about how the activity went.

The completed form must be sent to Wing Finance with the deposit form of the funds.