



HEADQUARTERS HAWAII WING
 CIVIL AIR PATROL
 UNITED STATES AIR FORCE AUXILIARY
 419 Lele St.
 Honolulu HI 96819



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

Unit Name and Number _____

Project Officer _____ Email _____ Phone _____

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

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

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.