



MO WING SUPPLEMENT 1

CAPR 173-4

01 April 2016

Finance

FUND RAISING/DONATIONS

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

SUMMARY OF CHANGES. Provides guidance on proper chain of command for coordinating fund raising requests. **Note: Shaded areas identify new or revised material.**

3.a. Fund raising activities and donation plans must be submitted for the Wing Commander's approval at least thirty (30) days prior to each planned activity. The fund raising request shall go from the Unit Commander to the Group Commander to the Wing Commander to a Legal Officer for legal review then back to the Wing Commander for approval/disapproval then back down the chain of command. Multi-unit fund raising requests shall include a fund distribution plan, the participating units, and acknowledgement of having been briefed on the distribution plan by each participating unit. An accounting of funds raised/donated, expenses, copies of all sign in sheets and the final distribution of funds shall be provided to each unit and wing within two weeks of receiving the funds. If any units are added to the activity after wing approval of the activity, the above documentation of acknowledgement of distribution of funds shall be provided to wing as soon as possible, but not later than three (3) days prior to the event.

JOHN R. O'NEILL, Colonel, CAP
Commander