



WASHINGTON WING 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>			
Is the event in compliance with CAPR 173-4?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Will a CAPF 60-80 be required for this activity?	<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 Group Commander	Group	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"/> Disapproved	Signature of Wing Commander	Wing	Date

Completing the WAWG Form 173-4

All requests for fundraising will be made via the WAWGF 173-4. CAPR 173-4, paragraph 3.a., 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 Washington Wing fundraising request form (WAWGF 173-4) for the fundraising event. The WAWGF 173-4 will be submitted electronically to the Fundraiser Request System per WAWG Supplement to CAPR 173-4, found on the CAP National Website. Squadrons should plan their fundraising activities at the start of each year, and submit approval forms for wing approval for the entire fiscal year if possible.

Date of Submission	The date <u>all</u> of the requested materials are submitted to the wing commander
Charter Number	Enter the PCR-WA-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 60-80	Enter if a CAPF 60-80 or other permission form will 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 group/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.