



NEVADA WING OPERATING INSTRUCTION 12-1
28 MARCH 2012
Finance

Fundraising/Donations

This instruction introduces the NVWG Form 173-4.

1. CAPR 173-4 para 3a mandates that “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.”
2. In order to formalize this approval process, NVWG Form 173-4 will be used. A PDF version of this form is attached to this Operating Instruction, and the form is available on the Wing website under NVWG Publications in the Forms section.
3. Squadrons should plan their fundraising activities at the start of each fiscal 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.
4. Additional fundraising opportunities may arise during the year, and approval forms for these should be submitted with as much lead time as possible

NEVADA WING REQUEST FOR FUNDRAISING ACTIVITY

Date of Submission	Charter # PCR-NV-	Squadron Name	
Is this a multiple day event? <input type="checkbox"/> Yes <input type="checkbox"/> No	Start Date of Proposed Event	End Date of Proposed Event	
Event Description (Please provide details of the proposed event (where, who will be participating, what will be done, etc. Use additional sheet if necessary))			
Will CAPF60's be obtained for all participants prior to the activity? <input type="checkbox"/> Yes <input type="checkbox"/> No	Has CAPR 173-4 been reviewed to ensure that this event is in compliance? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Has an Operational Risk Management (ORM) analysis been completed for this event? (If so, please attach) <input type="checkbox"/> Yes <input type="checkbox"/> No			
Are there specific safety concerns that need to be addressed? <input type="checkbox"/> Yes <input type="checkbox"/> No (If "Yes", please explain below and use additional sheet if necessary)			
Requested by	Signature of Squadron Commander //SIGNED//	Squadron	Date
Reviewed <input type="checkbox"/>	Signature of Wing Director of Safety //SIGNED//	Wing	Date
Reviewed <input type="checkbox"/>	Signature of Wing Legal Officer //SIGNED//	Wing	Date
Approved <input type="checkbox"/> Disapproved <input type="checkbox"/>	Signature of Wing Commander //SIGNED//	Wing	Date