

COLORADO WING FUNDRAISING ACTIVITY REQUEST



INSTRUCTIONS: Wing commander approval is the only authorization to begin the fundraising activity. No fundraising activity may take place without written authorization from the wing commander in hand by the unit commander. Unit(s) will provide a statement showing that all funds are accounted for IAW CAPR 173-1 and CAPR 173-4 to COWG/FM after the fundraising activity has concluded. An operational risk management analysis must be conducted at the beginning of each day of the activity and provided to COWG/FM with the final report of the activity. Submit this form through COWG/FM for coordination through DocuSign.

SECTION I. EVENT INFORMATION

TYPE OF FUNDRAISING REQUEST	EVENT START DATE (YYYYMMDD)	EVENT END DATE (YYYYMMDD)
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EVENT LOCATION *(Description of venue and city/county)*

ANY LIABILITIES ASSOCIATED WITH EVENT Yes (attach risk assessment) NO

HOW DOES THE EVENT RELATE TO CAP

SECTION II. FUNDRAISING INFORMATION

STRUCTURE OF FUNDRAISING EVENT *(Vendor(s), product(s), who purchases the product, percent of profits to be earned by unit(s), activities to be performed, etc.)*

PURPOSE AND USE OF FUNDS RECEIVED

LIST OF UNIT(S) PARTICIPATING AND RECEIVING FUNDS FROM FUNDRAISING ACTIVITY

CHARTER #	UNIT NAME	CHARTER #	UNIT NAME

SECTION III. APPROVALS

	PRINTED NAME, GRADE, AND EMAIL	SIGNATURE/COMMENTS	DATE
UNIT COMMANDER			
GROUP COMMANDER Concur: <input type="checkbox"/> Yes <input type="checkbox"/> No			
WING LEGAL OFFICER Concur: <input type="checkbox"/> Yes <input type="checkbox"/> No	Thomas Scheffel, LtCol Thomas.Scheffel@cowg.cap.gov		
WING FINANCE OFFICER Concur: <input type="checkbox"/> Yes <input type="checkbox"/> No	Kirsten Turner, Capt Kirsten.Turner@cowg.cap.gov		
WING COMMANDER Approve: <input type="checkbox"/> Yes <input type="checkbox"/> No	Michael Fay, Col Mike.Fay@cowg.cap.gov		