



# COLORADO WING FUND RAISING REQUEST



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>			
<b>Will CAPF 60-80 be required for this activity?</b>		<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Event in compliance with CAPR 173-4?</b>		<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Has an Risk Management (RM) analysis been completed</b> <i>Attach Risk Management CAPF 160 to the submission.</i>		<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Note highest safety concern below.</b>		Low	Med    High Not Authorized
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 Finance	Wing	Date
<input type="checkbox"/> Approve <input type="checkbox"/> Not Approve	Signature of Wing Commander	Wing	Date

## Completing the COWG Fund Raising Request

As established by the Colorado Wing Financial Management Policy, all requests for fund raising will be made using the COWG Fund Raising Request.

CAPR 173-4 paragraph 3a mandates that “Wing commanders are responsible for maintaining control over all CAP fund raising activities organized within their wings. Units must obtain prior written approval from the Wing Commander before initiating a fund raising event.

Units requesting permission to fund raise will first reference CAPR 173-4 to ensure the request does not violate CAP restrictions, then initiate a Colorado Wing fund raising request detailing the dates, location and plan for the event. The Fund Raising Request will be submitted electronically to the Squadron, Group and Wing Director of Finance for approval. Once these approvals are secured it will be passed to the Wing Commander for final review. The Risk Management CAPF 160 will accompany the request. Recurring fund raising events may be submitted in order to reduce paperwork and time. The Unit Commander will place the event on the Wing Calendar after final approval.

<b>Date of Submission</b>	The date <u>all</u> of the request materials are submitted to the wing commander
<b>Charter Number</b>	Enter the RMR-CO-XXX number of the unit initiating the request
<b>Unit Name</b>	Enter the official name of the unit initiating the request
<b>Multiple Dates</b>	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
<b>Start Date</b>	List the first date the fund raising event will begin
<b>End Date</b>	List the final date the fund raising event will conclude
<b>Event Description</b>	Provide details of the proposed event (where, who will be participating, what will be done, etc.) Use additional sheet if necessary. <b>Duration</b>
<b>CAPF 60-80</b>	Enter if a CAPF 60-80 be required for cadet attendees – units will maintain forms on file. The parental permission form and must be brought to the activity by all cadet participants if there are any.
<b>CAPF 173-4 Compliance</b>	Unit commander has reviewed the regulation to ensure the fundraising activity meets minimum acceptable requirements.
<b>Risk Management</b>	Unit commander or safety officer will perform a Risk Management review and determine potential risks and actions to minimize them. . The RM analysis is done using CAPF 160 which should be submitted with the fund raiser or any other activity approval request.
<b>Requested by</b>	Unit commander will acknowledge that the above information is correct
<b>Reviewed</b>	Relevant wing officer has reviewed the request and finds that it conforms to CAP regulations and policies.
<b>Approval</b>	Wing Commander will note if the request is approved or not.