



OREGON WING SUPPLEMENT 1

CAP REGULATION 173-4

05 NOVEMBER 2018

APPROVED/K. BARNHART/CAP/FM

Finance

FUNDRAISING/DONATIONS

CAP Regulation 173-4, dated 16 December 2014 is supplemented as follows.

3.a. Added. Oregon Wing Fundraising/Donation Request Form. ORWG Form 173-401 is prescribed for use within the Oregon Wing for all fundraising and donations. The form is available on the Oregon Wing website in fillable format and should be submitted to the Oregon Wing Administrator, electronically whenever possible.

All fundraising and donation requests are to be prepared on ORWG Form 173-401 the sent through the chain-of-command to the wing commander for review and approval at least 30 days in advance of the event or donation. Prior to the being sent to the wing commander for approval, the originating unit finance committee should review and approve the request and the approval reflected in the finance committee minutes. The wing commander may seek input and approval from the wing finance officer, wing legal officer and wing safety officer before giving final approval.

The wing commander will return the signed ORWG 173-401 back to the wing if either approved or denied.

//Signed//
WILLIAM G RAY, Colonel, CAP
Commander

2 Attachments:

1. Compliance elements
2. ORWG Form 173-401

Attachment 1
COMPLIANCE ELEMENTS

There are no additional compliance elements for this supplement