

FUNDRAISING ACTIVITY REQUEST

INSTRUCTIONS: Wing commander approval is required to begin any fundraising activity. No fundraising activity may take place without written authorization from the wing commander. Unit(s) will provide a statement showing that all funds are accounted for IAW CAPR 173-1 and CAPR 173-4 to NMWG/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 NMWG/FM with the final report of the activity. Approvals are for the current fiscal year only, unless specifically extended by the wing commander.

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

CHARTER #	UNIT NAME		CHARTER #	UNIT NAME

EVENT INFORMATION

TYPE OF FUNDRAISING REQUEST	EVENT START DATE
	EVENT END DATE

EVENT LOCATION *(Description of venue and city/county)*

ANY LIABILITIES ASSOCIATED WITH EVENT? YES NO

HOW DOES EVENT RELATE TO CAP

FUNDRAISING INFORMATION

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

CADET PARTICIPATION YES NO

ESTIMATED COST (investment) OF FUNDRAISING

PURPOSE AND USE OF FUNDS RECEIVED

SECTION III. APPROVALS

	PRINTED NAME AND GRADE	SIGNATURE (<i>//SIGNED//</i> for electronic)	DATE
PROJECT OFFICER			
UNIT COMMANDER			
WING FINANCE REVIEW			
WING COMMANDER			