

MISSOURI WING CIVIL AIR PATROL FUND RAISING APPROVAL REQUEST

Date Submitted:		Unit Charter #/Name: NCR-MO-
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Each separate event requires approval. Recurring/perpetual Events (WAA, United Way) require annual approval.

Event Start Date:		Event name or method of fund raising:
Event End Date:		
Event operator/sponsor:		

Event Description - Provide specific details of proposed event such as location, other squadrons, senior member/cadet participation, any safety concerns, form of support received such as cash, checks, equipment donation, scholarships, etc. If multiple squadrons, how funds will be divided. Attach additional sheet if necessary:

Is the event in compliance with CAPR 173-4?	Yes	No
Does the event require a CAPF 60-80?	Yes	No

- Deposit all collected funds upon receipt. Do not pay expenses with funds collected on site from the event. Pay event expenses via unit funds check or request reimbursement from unit funds for member paid expenses. Make all checks received payable to MO Wing Civil Air Patrol with Unit Charter number in the memo.

- All contracts require finance committee approval and must be coordinated through the wing commander and wing legal officer for submission to HQ CAP for approval.

Wing uses DocuSign online electronic digital signature approval system - Leave Approval and Date Below Blank

Unit Commander Printed Name/Grade	Unit Commander DocuSign Approval	Date
Group Commander Printed Name/Grade	Group Commander DocuSign Approval	Date
Wing Legal Officer Printed Name/Grade	Wing Legal Officer DocuSign Approval	Date
Wing Commander Printed Name/Grade	Wing Commander DocuSign Approval	Date
	Approved Disapproved	

INSTRUCTIONS

1. Enter submission date and ensure request reaches wing at least 30 days prior to event to allow for wing legal officer review and chain of command approval as required by MOWG Supp 1 to CAPR 173-4. Allow additional time for coordinating contracts through HQ CAP.
2. Enter unit charter number and name of unit requesting approval. Use the drop-down arrow for Fillable PDF and Excel version.
3. Enter the start and end date of the event. Each separate event requires a separate approval even if the event is the same as one previously approved such as a county or state fair. Recurring or perpetual events such as Wreaths Across America, United Way, or similar events need approved annually. Submit recurring or perpetual approval requests each fiscal year.
4. Enter the name or method of the fund raising event and the entity operating or sponsoring the event if applicable.
5. Enter the specific details of the proposed event as shown above and mention any cadet involvement and any safety issues.
6. Unit commanders will indicate they've reviewed CAPR 173-4, to include the MOWG Supplement to CAPR 173-4 for event compliance.
7. Enter if event requires a CAPF 60-80, or similar permission form for cadet involvement.
8. Handle all deposits and checks under CAPR 173-1 guidelines. Convert any cash to money orders/checks before sending to wing HQ.
9. Submit request by email to the wing commander, wing legal officer, group commander and wing administrator. The wing administrator will process through DocuSign for the required chain of command digital signature approval and legal officer review.