



MO WING SUPPLEMENT 1

CAPR 173-4

26 September 2024

APPROVED/K. JONES/CAP/DEV

Finance

FUNDRAISING/DONATIONS

CAPR 173-4, dated 16 December, 2014, is supplemented as follows:

SUMMARY OF CHANGES. Clarifies Wreaths Across America (WAA) and United Way (UW) blanket approvals not requiring further submission by units. Identifies HQ CAP/COO as the signature authority for contracts, agreements or memorandums of understanding. Adds Grant processing approval and submission procedures.

3.a. Submit fund raising activities and donation plans for the wing commander's approval on MOWGF 173-4 at least thirty (30) days prior to each planned activity. Requests for approval submitted less than 30 days will include a statement as to why it is late and the impact of any delays to the fundraising event date.

3.a.1. Added. Grants. Prior to submitting any grant requests to Federal, State, Local, Corporate, or Foundation entities, units must request wing commander approval and wing legal officer review on MOWGF 173-4 a minimum of 45 days prior to application deadline. If approved, complete the Grant Review Form well in advance of the application deadline by going to the HQ CAP Field Fundraising webpage at <https://www.gocivilairpatrol.com/fieldfr>. Wait for feedback from HQ CAP before submitting the grant application.

3.a.2. Added. Each planned activity requires separate approval. For recurring activities, submit an annual approval request for each fiscal year. For Wreaths Across America (WAA) and United Way (UW), the MOWGF CC will provide an annual fiscal year blanket approval letter for all units, so units aren't required to submit WAA and UW requests.

3.a.3. Added. Units should submit the MOWGF 173-4 request by email to the wing commander, wing legal officer, group commander and wing administrator. The wing administrator will process the MOWGF 173-4 through DocuSign for the required chain of command approval and legal officer review. Any activity requiring a contract, agreement, or memorandum of understanding must be coordinated with HQ CAP/GC and signed by HQ CAP/COO. Members are not allowed to obligate (sign for) the corporation.

3.a.4. Added. Multi-unit fund raising requests should include a fund distribution plan, the participating units, and acknowledgement of having been briefed on the distribution plan by each participating unit. An accounting of funds raised/donated, expenses, copies of all sign-in sheets and the final distribution of funds should be provided to each unit and wing within two weeks of receiving the funds.

3.a.5. Added. If any units are added to the activity after wing approval of the activity, the above documentation of acknowledgement of distribution of funds in paragraph 3.a.4. Added, should be provided to wing as soon as possible, but not later than three (3) days prior to the event.

JENNIFER L. SMITH, Colonel, CAP
Commander

Attachment 1

COMPLIANCE ELEMENTS

OPR	#	Compliance Question	How to Verify Compliance	Discrepancy Write-up	How to Clear Discrepancy
MOWG Unit CC	0 1	Does the unit commander include a statement as to why approval requests submitted less than 30 days are late and the impact of any delays to the fundraising event date?	Unit will provide access to dated submission requests (e.g., emails or faxes) for review.	(B-Discrepancy): [xx] (Question 1) Unit commander failed to include a statement as to why approval requests submitted less than 30 days were late and the impact of any delays to the fundraising event date.	Attach a copy of the corrective action to the discrepancy in the Discrepancy Tracking System (DTS).