



CALIFORNIA WING FINANCIAL MANAGEMENT PROCEDURE 5

1 November 2011
FUNDRAISING

Background

CAPR 173-4, provides information on permissible fundraising activities, and requires prior approval of each by the wing commander. The following procedure describes how this approval is to be obtained.

Procedure

1. Written approval for all fundraising activities will be submitted using CAWGF9, *Request for Fundraising Activity*, at least six weeks prior to the date of the proposed activity. Specific details of the activity will be included in the request. An operational risk management (ORM) analysis will be conducted and attached, and any specific safety concerns will be noted on the request. The requester will forward CAWGF9 to the squadron commander for approval and if approved, it will then be forwarded to the respective group commander for consideration. If approved at group level, the request will be forwarded to the wing commander. If necessary, the wing commander will send the request to the wing legal officer for review and input. The squadron, group and wing commander, as well as perhaps the wing legal officer will electronically sign the request as Approved or Reviewed as applicable. The wing commander will return the approved request to the originating squadron commander. If disapproved at any point in the process, the disapproving commander will return the application with comments to the originator for modification. No fundraising activities are permitted to occur without a fully approved application by all levels of command.
2. Use of the CAWGF9 and six weeks prior notice is waived for requests to participate in Wreaths Across America. This routine activity may be requested by email sent through the chain of command to the CAWG commander.

Approved by Finance Committee: 2 November 2011