



ILWG SUPPLEMENT 1

CAP REGULATION 173-4

20 January 2023

APPROVED/K. JONES/CAP/DEV

Finance

FUNDRAISING/DONATIONS

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

SUMMARY OF CHANGES. Changes the coordination process using email submission and adds using DocuSign for approvals.

3.a. Submit fund raising activities and donation plans for the wing commander's approval on ILWG Form 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 eventdate. Each planned activity requires a separate approval to include recurring activities. For recurring activities, units should submit the ILWG Form 173-4 request by email to the wing commander, wing legal officer, group commander and wing administrator. The wing administrator will process the ILWG Form 173-4 through DocuSign for the required chain of command approval and legal officer review.

3.a.1. 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 shall be provided to each unit and wing within two weeks of receiving the funds.

3.a.2. Added. If any units are added to the activity after wing approval of the activity, the above documentation of acknowledgement of distribution of funds should be provided to wing as soon as possible, but not later than three (3) days prior to the event.

ANDREW G. LOY, Colonel, CAP
Commander

ATTACHMENT 1**Compliance Elements**

OPR	#	Compliance Question	How to Verify Compliance	Discrepancy Write-up	How to Clear Discrepancy
ILWG Unit CC	01	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).