



## CAP REGULATION 173-4

1 April 2019

APPROVED/L. CAMPBELL/CAP/FM

Finance

### FINANCIAL MANAGEMENT PROCEDURE 5 - FUNDRAISING/ACTIVITIES

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

#### SUMMARY OF CHANGES

Changed the title of the Financial Management Procedure.

Updated link to ORM Worksheet and references to new regulations/forms.

Added requirement to have Finance Committee Minutes for all fundraising activities.

Added that electronic signatures are acceptable.

Expanded on the requirements for using Privately Owned Vehicles in lieu of Corporate Owned Vehicles.

Reformatted per CAPR 1-2.

**16.** Added. Most of the fundraising within the wing happens at units below wing in connection with some form of activity. Units seeking to organize and participate in non-emergency services related activities are required to prepare a CAWG Form 29, *Event Operations Plan* and an *Operational Risk Management Worksheet*, at <https://www.gocivilairpatrol.com/members/cap-national-hq/safety/authorized-activities-rm-worksheets/>. Submit both documents through the chain of command for approval. Since most fundraising activities occur as a component of some other event, both activities are requested by submitting the CAWGF 29.

**16.a.** Added. CAPR 173-4, *Fundraising/Donations*, provides information on permissible fundraising activities, and requires prior approval of each by the wing commander or designee. It is the responsibility of everyone in the approval chain to read CAPR 173-4 before submitting or approving any request for a fundraiser.

**16.b.** Added. All fundraising activities must have Finance Committee Minutes attached showing the event has been reviewed by the unit's Finance Committee, even if no financial expenditure is expected. Finance Committee Minutes are not needed for activities that do not involve fundraising.

**16.c.** Added. Approval Authority. The CAWG Commander has designated approval authority depending on the level of participation in the proposed activity.

**16.c.(1).** Added. Non-emergency services events other than regular meetings that involve one or more units within the same group and do not include fundraising may be approved by the respective group commander.

**16.c.(2).** Added. Those events with participating units from multiple groups, which do not include fundraising, must be forwarded up the chain to the appropriate CAWG Vice Commander for approval. The forms will then need to be uploaded into DropBox for Wing Commander review.

**16.c.(3).** Added. Wing-level Cadet Programs and Aerospace Education events such as the Cadet Programs Conference and the Aerospace Education Camp may be approved by the Director of Cadet Programs (for CP activities) or Director of Aerospace Education (for AE activities). The forms will then need to be uploaded into DropBox for Wing Commander review.

**16.c.(4).** Added. Those events involving fundraising and those Wing-sponsored events considered intense activities such as encampment, bivouacs, overnight events, model rocketry, and all airshows will be forwarded through the chain of command and approved only by the Wing Commander. Wing Commander will upload approved CAWGF 29/ORM into DropBox.

NOTE: Emergency Services training events such as search & rescue exercises (SAREX), guided training exercises (GTE) and operations evaluations (OPSEVAL) require the completion of a CAWG Form 21, *Training Mission Request/Parameters*. High Adventure Activities require a CAP Form 60-82, *CAP High Adventure Activity Authorization* to be submitted in accordance with CAPR 60-1. CAWGF 29 will not be accepted for these types of activities.

**16.d.** Added. Procedure for California Wing Form 29 (CAWGF 29) Event Operations Plan. The spaces on the form are self-explanatory and should be completely filled out before submission. Areas that are non-applicable should be marked "N/A". Electronic signatures will be accepted on forms sent via email to approving authorities. Below are the requirements for submission:

**16.d.(1).** Added. All operation plans and ORM worksheets will be completed by the project officer and approved by the squadron commander, then sent to the group commander for review and approval at least 30 days in advance of the actual event. Events not submitted at least 30 days in advance will be at the discretion of the Wing Commander/Vice-Commanders for consideration.

**16.d.(2).** Added. The group legal officer will review plans involving fundraising and provide input as part of the group review/approval process.

**16.d.(3).** Added. At least one project officer and the activity safety officer listed on the operations plan will be expected to be present at the event.

**16.d.(4).** Added. For events lasting one or two days, activity safety officers must have completed **both** the online safety course and the basic ORM course. For events of three days or more in duration, safety officers must have a minimum Technician Rating in the Safety Specialty Track.

**16.d.(5).** Added. All activities are expected to support at least one of our three primary missions.

**16.d.(6).** Added. All completed plans and ORM worksheets are to be sent by email attachment to the commander next in the approval chain. After approval, the final approving commander will return the signed approved plan to the primary project officer listed on the plan. Events are not to be considered approved until the primary project officer has received an approved copy back from the group commander, vice commander or wing commander with approvals in the "For CAWG Use Only" section of the form.

**16.d.(7).** Added. Two copies of each approved plan involving fundraising will be forwarded to CAWG HQ for file: Senior Wing Administrator for entry into Smart Vault.

**16.d.(8).** Added. 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.

**16.d.(9).** Added. Use of the CAWGF 29 and 30 days prior notice is waived for requests to participate in Wreaths Across America. The group commander is designated as approving authority for this routine NHQ sanctioned activity. Participation may be requested by sending an email notification to the Group Commander.

**16.e.** Added. Privately Owned Vehicles In Lieu of Corporate Owned Vehicles. Sometimes it is necessary to use Privately Owned Vehicles (POV) in lieu of Corporate Owned Vehicles (COV) for CAP events. It is important to understand when this is authorized and it is recommended that members read CAPR 77-1, *Operation and Maintenance of Civil Air Patrol Vehicles*, particularly section 1-8. According to CAPR 77-1, "Use of POVs for transportation to and from CAP meetings, encampments and other activities is solely at the risk of the individual CAP members and their passengers. CAP assumes no right of control, liability or responsibility for such transportation. Unit commanders must approve, in writing, justification for use of a POV as official CAP transportation, when adequate COVs are not available for such purposes. Approval is limited to unusual circumstances where lack of transportation or capability for CAP members adversely impacts important activities." This is interpreted as the "home-to-work-rule" in that most situations do not warrant approval to use POV. Below are some examples to help understand this concept. However, whether prior approval is required or not, the Wing Commander can overturn any other approval.

**16.e.(1).** Added. *There will be a bivouac in the hills five miles from regular paved roads. To get to the location, cars must travel on rustic roads through mountainous terrain. All members will meet at a local grocery store in town to assemble into carpools. All CAP vehicles are being utilized in the event, but there are still members needing rides that will not fit into the CAP vehicles. This is an example of when POV ILO COV could apply and would need the approval of the Wing Commander in advance on the CAWGF 29.*

**16.e.(2).** Added. *A squadron from Northern California has many members attending the Aerospace Summer Camp. The squadron suggests people organize carpools to assist parents in getting their cadets to the event. The Deputy Commander for Cadets has organized the list of parents who have offered to carpool and has published this list. Cadets have signed up for the different vehicles available. All members decide to meet at the squadron building to caravan to the event. This would NOT be an example of POV ILO COV as this is a "home to work" example of parents carpooling to attend events. POV's would not be needed to be listed on a CAWGF 29 and CAP insurance would not apply.*

**16.e.(3).** Added. *An SLS/CLC/TLC has been planned by a squadron. However, it is during the Encampment week. This is a remote squadron and having the SLS/CLC/TLC on this weekend is the only weekend all necessary personnel are available for many months. This activity helps satisfy the TLC*

*requirements for a couple of squadrons who have difficulty getting to other PD events due to their distance. Staff for this event need to get food each day for the event, but all CAP vehicles are being utilized for Encampment. This is an example of when POV ILO COV could apply and would need the approval of the Wing Commander in advance on the CAWGF 29.*

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Commander

### **Attachment 1 - Compliance Elements**

There are no compliance elements for this regulation. Compliance is enforced at the request level.