FUNDRAISING ACTIVITY REQUEST

INSTRUCTIONS: Wing commander approval is the only authorization to begin the fundraising activity. No fundraising activity may take place without written authorization from the wing commander in hand by the unit commander. Unit(s) will provide a statement showing that all funds are accounted for IAW CAPR 173-1 and CAPR 173-4 to TXWG/FM after the fundraising activity has concluded. An operational risk management analysis must be conducted at the beginning of each day of the activity and provided to TXWG/FM with the final report of the activity.

SECTION I. EVENT INFORMATION

TYPE OF FUNDRAISING REQUEST	EVENT START DATE *(YYYYMMDD)*	EVENT END DATE *(YYYYMMDD)*

EVENT LOCATION *(Description of venue and city/county)*

ANY LIABILITIES ASSOCIATED WITH EVENT	☐ YES	☐ NO

HOW DOES EVENT RELATE TO CAP

SECTION II. FUNDRAISING INFORMATION

STRUCTURE OF FUNDRAISING EVENT *(Vendor(s), product(s), who purchases product, percent of profits to be earned by unit(s), activities to be performed, etc.)*

PURPOSE AND USE OF FUNDS RECEIVED

LIST OF UNIT(S) PARTICIPATING AND RECEIVING FUNDS FROM FUNDRAISING ACTIVITY

CHARTER #	UNIT NAME	CHARTER #	UNIT NAME

SECTION III. APPROVALS

	PRINTED NAME AND GRADE	SIGNATURE *(//SIGNED// for electronic)*	DATE
REQUESTED BY			
UNIT COMMANDER			
GROUP COMMANDER			
WING LEGAL OFFICER			
WING COMMANDER			