



South Dakota Wing  
Fundraising Form – SDWF 173-4

**Part A - Fundraising Request** - Must be submitted to the Wing Administrator (WA) by email at least two weeks prior to the requested fundraising activity. The WA will get the approval signature and return a copy of approval to the unit requestor.

Squadron Name and Number: \_\_\_\_\_

Point of Contact (POC): \_\_\_\_\_

POC Email: \_\_\_\_\_ POC Phone: \_\_\_\_\_

Proposed Date(s) and Hour(s) of Activity: \_\_\_\_\_

Activity Proposed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Cadet Protection Completed?                      Yes              No

Number of Seniors: \_\_\_\_\_ Number of Cadets: \_\_\_\_\_ Cost of Fundraising: \$ \_\_\_\_\_ (Estimate)

**APPROVING AUTHORITY**  
**EMAIL THE GRANT REQUEST FORM TO THE WING ADMINISTRATOR, THE WA WILL OBTAIN THE APPROPRIATE ELECTRONIC APPROVAL THROUGH DOCUSIGN**

**Part B - Post Activity Report** - Must be completed within 15 days after the activity completion and submitted to the WA by email with a 173-1 (Deposit Form), deposit slip, copies of any/all checks and bank receipts.

Report?                      Interim              Final              Date Activity Completed: \_\_\_\_\_

Funds Raised: \$ \_\_\_\_\_ Actual Cost: \$ \_\_\_\_\_ Profit: \$ \_\_\_\_\_

Number/Name of Seniors: (attach sign in sheet if necessary) \_\_\_\_\_

Number/Name of Cadets: \_\_\_\_\_

Would you do this again?                                      Yes              No

Would you recommend other Squadrons do this?                                      Yes              No

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## **SD Wing Fundraising Form - Instructions - SDWF 173-4 - Effective 1 December 2021**

- CAPR 173-1 requires that fund raising activities outside of normal unit meetings receive preapproval and that the Wing Director of Finance needs to monitor unit fundraising activities. This form will enable the unit to comply with both procedures on a single form. **Part A must be completed and submitted to the Wing Administrator (WA) by e-mail at least two weeks prior to the fundraising activity.** The WA will get the approval signature through DocuSign and return a copy of the approval to the unit requestor. **Part B must be submitted within 15 days of the completion of the fundraising activity** and submitted to the WA.

### ***Part A: Fundraising Request (Before the Fundraising activity)***

- A person at the unit level must be listed with contact information in case an additional information is needed.
- The activity proposed - list the nature of the activity. For example, car wash, balloon Fiesta, candy sales, etc.
- Cadet Participation - requires a yes or no response
- Number of Seniors/Cadets signed up to assist
- Cost of fund raising (estimated) - include cost of transportation, supplies, lunch etc.

### ***Part B: Post Activity Report (After the Fundraising activity)***

- Identify whether this is an interim or final report and date the fundraising activity was completed.
- Provide the total amount raised, actual cost of the fundraiser (vehicle fuel, lunches, etc.). This should be available from the unit finance officer via copies of the reimbursement request/receipts.
- Identify the number/name of cadets and seniors who participated in the activity. Use separate sheet if needed or attach a sign in roster.
- Comments - Include information on how the function went, unexpected actions, etc. This is informational only but might provide input for another unit planning a similar function. The same is true for the yes or no answer to “would you do it again?” and “would you recommend other squadrons do this?”
- The completed form must be sent to the WA by e-mail ([rkuecker@capnhq.gov](mailto:rkuecker@capnhq.gov)) with the deposit slip, copies of any/all checks and bank receipts; and copies to the Wing Commander and Wing Director of Finance. The WA will post the deposit and will scan and upload the form to national headquarters as directed.