

# FUND RAISING & GRANT REQUEST

DATE \_\_\_\_\_  
UNIT CHARTER # \_\_\_\_\_  
UNIT LOCATION \_\_\_\_\_

MEMORANDUM FOR COMMANDER PENNSYLVANIA WING

FROM:

SUBJECT:

1. The purpose of this memorandum is to request permission to raise funds from \_\_\_\_\_ to \_\_\_\_\_. This unit expects to raise approximately \$\_\_\_\_\_ in the activity.

2. A full description of the fund raising activity is as follows (provide name of benefactor).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Describe in detail usage of funds raised.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Unit Commander

\_\_\_\_\_  
Printed Name and Grade of Unit Commander

M. ALLEN APPLEBAUM \_\_\_\_\_  
Commander Date

Approved Disapproved



HEADQUARTERS  
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05 January 2004

MEMORANDUM FOR PENNSYLVANIA WING UNIT COMMANDER

FROM: PAWG COMMANDER

SUBJECT: Fund raising and grants

1. The purpose of this memorandum is to inform you that all fund raising activities must have prior approval from this headquarters.
2. I will approve all requests on a case-by-case basis. PA Wing Form 173 must be submitted at least 30 days in advance of the fund raising activity. A copy of the form is attached and may be reproduced locally.
3. I also remind you that CAP has strict policy and regulatory guidance regarding fund raising and grants.
  - a. Prior permission is required.
  - b. **No donation can be accepted at any level below Wing.** This does not mean that Wing will keep donations, but that by regulation only a corporate officer is eligible to accept donations. This definition extends to financial donations and donations of property also. Failure to comply with this rule will jeopardize CAPs 501(c)(3) status with the Internal Revenue Service and may subject the individual member to fines and penalties.
  - c. Grant requests will be approved on a case-by-case basis, in order to avoid overlapping requests. Grants proposal must be approved before mailing to a foundation
4. Requests that do not comply with this memorandum will not be approved.
5. Each request for permission will have a copy of the proposal attached. Use of funds must be explained in detail.
6. Proper accounting is the units responsibility and must meet all foundation expectations.

M. ALLEN APPLEBAUM, Colonel, CAP  
Commander