



NEW YORK WING FINANCE PROCEDURE 12-3

1 JANUARY 2012

Finance

FUNDRAISING

This prescribes the procedures to obtain approval for fundraising activities within New York Wing. Fundraising activities are organized by Groups and Squadrons to raise extra money not generated by unit dues for the operation of their activities and programs.

1. All fundraising activities must be requested in writing and endorsed through the Chain-of-Command. The request is to be sent with enough lead time to allow sufficient time for review and approval. Requests for fundraising approvals must be submitted well before the date of a fundraising activity. Fundraising activity will not take place without the Unit Commander having the Wing Commander's approval in his possession.
2. Each request must provide the following information:
 - Type of fundraising event.
 - Start and end dates of the event.
 - Purpose and use of the funds.
 - List of all units participating and receiving monies from the fundraising activity.
 - Statement showing that all funds are accounted for, per the applicable CAPR 173 series of regulations, after the fundraising activity has concluded.
3. An endorsed copy of the request letter, or an e-mail, with the approval from the Wing Commander is the only authorization allowed to start the fundraising activity. Verbal approval is unacceptable and will not be given under any circumstances.