



HEADQUARTERS PENNSYLVANIA WING  
 CIVIL AIR PATROL  
 UNITED STATES AIR FORCE AUXILIARY  
 Bldg 3-108, Ft Indiantown Gap  
 Annville PA 17003



Fundraising Request Form

Fundraising Request for \_\_\_\_\_

1. Request permission to raise funds from \_\_\_\_\_ to \_\_\_\_\_.
2. Our unit expects to raise approximately \$\_\_\_\_\_ during this activity.
3. The event / or method of the fund raising:  
\_\_\_\_\_
4. Description of the event or how the funds will be raised:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. The event is being held/sponsored by: \_\_\_\_\_
6. The funds raised will be in the form of (i.e. cash, checks, donation of equipment, scholarships): \_\_\_\_\_
7. How the unit will use the funds raised: \_\_\_\_\_
8. Attached document includes the finance committee meeting minutes dated \_\_\_\_\_ detailing the approvals to purchase the necessary supplies and how the funds will be used.
9. All funds raised must be deposited into the bank within 7 days of the event. Any expenses or reimbursements from this event must be requested through the PAWG Finance Office. Expenses cannot be reimbursed directly from cash. All checks must be made payable to PA Wing Civil Air Patrol, with the Unit or Charter number in the memo.
10. All contracts must be approved by National Headquarters through the Wing Commander.

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

\_\_\_\_\_  
Phone Number

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

Emailed to PA Wing Finance Office at [LWeber@capnhq.gov](mailto:LWeber@capnhq.gov) on \_\_\_\_\_

<b>THIS AREA WING HEADQUARTERS USE ONLY</b>	_____ Wing Commander Signature	Approved <input type="checkbox"/>
		Rejected <input type="checkbox"/>