



**HEADQUARTERS PUERTO RICO WING  
CIVIL AIR PATROL  
UNITED STATES AIR FORCE AUXILIARY**  
PO Box 192460  
San Juan PR 00919-2460

## Request for Fundraising Activities

1. Unit Commander Name \_\_\_\_\_
2. Finance Officer \_\_\_\_\_
3. Date(s) activity \_\_\_\_\_
4. Localization of Activity (physical address)  
\_\_\_\_\_

5. Purpose of use funds  
\_\_\_\_\_  
\_\_\_\_\_

6. Description of fundraising activity.

7. Squadron Approval:

Squadron Commander \_\_\_\_\_ Date \_\_\_\_\_  
Signature

Finance Officer \_\_\_\_\_ Date \_\_\_\_\_  
Signature

8. PRWG Approval / PRWG Disapproval

Director of Finance \_\_\_\_\_ Date \_\_\_\_\_  
Signature

PRWG CC \_\_\_\_\_ Date \_\_\_\_\_  
Signature

## **Puerto Rico Wing Form 9 – Instructions**

### **Wing Request for Fundraising Activities**

This form will be used to request authorization for all type of activities that will generate a profit to the units below Wing individually. This form will be submitted to the Director of Finance who will forward it to the Wing Commander who will be the final approved.

How to complete the form:

1. Unit Commander name.
2. Finance Officer name
3. Date (s) of the activity. (Ex. DD/MM/YYYY to DD/MM/YYYY)
4. Specify the place where the activity will take place. (ex., Bo. Pesa KM20.5, Morovis, PR Unit.)
5. Specify how the funds will be used (ex., purchase of radios, office supplies, encampments grants, etc.)
6. Describe what the activity is about, when the activity will take place, type of activity, time, etc. Everything must be specific.
7. Unit approval.
8. PRWG determination.