



**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) of the 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

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, Km. 20.5, 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.