

## CAP Cares Assistance Request Guidelines

Current CAP members who want to request monetary assistance from CAP Cares should complete the CAP Cares Request Application. Upon completion of the form, the applicant's squadron commander will validate the application and send to the Wing Commander for final approval. E-mail approvals are accepted.

Once approved by both the squadron and Wing Commanders, the application is forwarded to Marie Neese at CAP National Headquarters by email: [mneese@capnhq.gov](mailto:mneese@capnhq.gov) ; fax: 334-953-7772 ; or by mail: 105 S. Hansell St. Maxwell AFB, AL 36112

Once received at CAP NHQ, the application and any supporting documents are forwarded to the CAP Cares committee for final approval on both granting the funds and the amount of funds. A majority of the committee must approve the request.

After final approval, the application is submitted to Finance at CAP NHQ for final processing.

If the application is not validated by either the squadron or wing commander, then the application can not be submitted to the committee for approval. Support from the squadron and wing commander help validate the member's need and that the applicant is a member in good standing.

If the application is declined by the CAP Cares committee for any reason, no appeals may be made. However, after 30 days members who have a declined application can resubmit a new application for different need.

### CAP Cares Applicant Rules

1. Must be a current active CAP member in good standing.
2. Must be 18 years or older; if not, then the parent or legal guardian can request funds on their behalf.
3. Must use the fund awarded expressly for the purpose indicated by the applicant.