



UNITE PROGRAM

The **UNITE Program** was developed to provide squadron leaders the maximum flexibility to deliver programs that build cohesion for personnel within their unit. This includes Active Duty Air Force, Reserves, GS and NAF civilians that are attached to an Air Force Squadron*.

Host your UNITE event in four easy steps!

1

**SUBMIT
SQUADRON POC
APPOINTMENT LETTER**

2

**SUBMIT
EVENT
PROPOSAL FORM**

3

**HAVE FUN
AT YOUR
UNITE EVENT!**

4

**SUBMIT
AFTER ACTION
REPORT**

All UNITE events must be approved by the AFSVC before execution and require a 21 day window for approval. Your Installation C3 is here to help you with program ideas that provide authorized use of UNITE Funds.



Hayden Alsvig

Community Programs & UNITE Program Coordinator (C3)
Office: 202-284-3902 | Cell: 505-209-5232
E-Mail: hayden.alsvig.1@us.af.mil

BASIC FUNDING GUIDANCE

UNITE Events must be Recreational and Cohesive in nature in order to utilize funding.

\$13.50 APF - Per Person/Per Year

These funds go towards participation costs: Activity Supplies, Equipment Rentals, etc.

\$5.00 NAF - Per Person/Per Year

These funds are the food allowance: Food items must be used in conjunction with a UNITE event.

UNITE Funds can't be used in conjunction with:

- Holiday Parties - End of Year Events - Balls or Banquets
- Squadron Trainings - Squadron Meetings
- Base Wide Events

UNITE Funds can't be used to purchase:

- Alcohol - Equipment* - Electronics - Prizes
- Promotional Items - Lodging - Cleaning Supplies
- PPE - Porta-Johns

UNITE Funds can't be used on:

- Transportation - Gambling
 - Cleaning Fees - Late Fees - Damages
- *Equipment may be rented.