



2024 Event Request Form

UNITE PROGRAM

UNIT INFORMATION

Requesting Unit:

POC:

Email:

EVENT INFORMATION

Event Date:

Location of Event:

Projected Start Time:

End Time:

Planned Number of Participants:

Detailed Event Description:

FUNDING

APF (Recreation) Funding Breakdown (\$13.50/person)

You must break down every expense.

NAF (Food & Beverage) Funding Breakdown (\$5.00/person)

You must break down every expense. Edible items only Paper plates, napkins, and charcoal are APF supplies.

Fees to be paid by participants

Commander Signature:

Requests require a commander's signature before submitting to your C3.

Please email completed form to: jenny.santos@us.af.mil

Proposals are due 21 days prior to your event to allow for approval at AFSVC.

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.

* Purchases for volunteer events (such as gloves, tools, and paint) and supplies to donate to charities such as Build-A-Bike are not authorized.