



# After Action Report

# UNITE PROGRAM

## UNIT INFORMATION

Requesting Unit:

POC:

Email:

## EVENT INFORMATION

Event Date:

Location of Event:

Actual Start Time:

Actual End Time:

Actual Number of Participants

## FUNDING

Total APF Requested:

Total NAF Requested:

Fees Paid by Customer:

## FEEDBACK

How well did the planning process go?

How can it be improved?

POC Signature:

Please email completed form along with 1 to 3 photos to: [devan.hager.2@us.af.mil](mailto:devan.hager.2@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.

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