



# 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!

- |   |                                     |
|---|-------------------------------------|
| <b>1</b> SUBMIT SQUADRON POC APPOINTMENT LETTER | <b>2</b> SUBMIT EVENT PROPOSAL FORM |
| <b>3</b> HAVE FUN AT YOUR UNITE EVENT!          | <b>4</b> 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.



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### 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.