



# 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 (\$10/person)

You must break down every expense.

### NAF (Food & Beverage) Funding Breakdown (\$6/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: [devan.hager.2@us.af.mil](mailto:devan.hager.2@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.**

### \$10 APF- Per Person/Per Year

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

### \$6 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.