



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

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.