



Event Proposal

Squadron Information:

Squadron & Flight (If Applicable)

Event POC: Email:

Planned Number of Participants: _____ Normal Duty Shift of Participants: _____ Days

Unit Subset: Workcenter

Event Information:

Type of Event: Ready to Execute: A Preplanned Event from an FSS Facility

Activity Description: Please put in a detailed explanation of your event. Make sure you include what your cohesion activity will be and what you intend to get from this activity.

Activity Cost: This is the total cost of your event activities.
UNITE will reimburse up to \$13.50 per person.

Food Description: This is what you intend on eating and where you intend on purchasing your food.

Food Cost: This is the total estimated cost of your food.
UNITE will reimburse up to \$5 per person

Activity Location: FSS Facility/Building #/Street Address

Date: _____ Start Time: _____ Duration: _____

- Participation Reason(s)
- Develop a new skill or competency
 - Improve physical fitness
 - Increase morale, camaraderie, or esprit de corps
 - Promote interaction between unit members
 - Provide opportunity for fun or relaxation
 - Reinforce peer, unit/squadron, or AF corps values
 - Work on a team-building exercise

Commander/Designee Signature

Please fill out this form to the best of your ability. Any of these event proposals may be seen by Air Force Level leadership. It is recommended that you forward a copy to the UNITE Program Coordinator before your final submission for signature.

Remember you will need the DoD ID #'s of all attendees and to complete and After Action Report after your event.

Revitalizing Squadrons

“...the beating heart of the Air Force”

The UNITE Program provides Commanders with funding to initiate programs that will benefit all Airmen in their unit. This includes assigned Active Duty, Reserve, and APF/NAF Civilians.

Family members are welcome to participate, but must pay the full cost of any associated fees.

All activities require a Commander's signature and approval from the Air Force Services Center which may take up to 30 days. Please plan your event accordingly.