

Event Proposal

Squadron Information:

Squadron & Flight (If Applicable)

Event POC:

Email:

Planned Number of Participants:

Normal Duty Shift of Participants: Days

Unit Subset: Squadron

Event Information:

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

Activity Description:

Activity Cost:

Food Description:

Food Cost:

Activity Location:

Date:

Event Time:
Food 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 : Your Sign -In Sheets, Photos and After Action Report are due 5 days 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, APF/NAF Civilians and dependents.

*All activities require a Commander's or assigned / trained Squadron Unite POC signature and approval from the Air Force Services Center which may take up to 21 days.
Please plan your event accordingly.*