



# Event Proposal: Event Title

## Squadron Information:

Squadron & Flight (If Applicable)

Event POC:  Email:

Planned Number of Participants: \_\_\_\_\_ Normal Duty Shift of Participants: \_\_\_\_\_ Days

Unit Subset: Workcenter \_\_\_\_\_ PAS Code: \_\_\_\_\_

## 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: UNITE will pay up to \$13.50 per person. This is the total cost of your event activities. Do not include food cost in this portion.

Food Description: This is what you intend on eating and where you intend on purchasing your food. Only items that are normally considered consumables can be paid for with food funds. Alcohol is prohibited

Food Cost: UNITE will pay up to \$5 per person. This is the total estimated cost of your food. Be specific.  
Ex: 6 pizzas @\$10 pizza = \$60  
Ex: frozen hamburgers 1 box @ 13.00

Activity Location: Facility Name

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.

## Revitalizing Squadrons

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

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

*Family members are welcome to participate and funding can be used for them, at the discretion of the squadron commander*

*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.*