



# 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 (\$13.50/person)**

You must break down every expense.

**NAF (Food & Beverage) Funding Breakdown (\$5.00/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: james.fournier.1@us.af.mil

*Proposals are due 21 days in advance of 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.**

**\$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 - Movie Tickets
- Cleaning Fees - Late Fees - DJ Services
- 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.