

# UNITE

## Because you want to:

- Develop a New Skill
- Improve Physical Fitness
- Increase Camaraderie
- Promote Interaction
- Reinforce Team Values
- Work on Team-Building Skills



# UNITE!!!!



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*"Recreation with Purpose"*

## 5 EASY STEPS

### 1. Contact your unit POC :

Squadron Commanders will appoint a squadron Unite POC in writing. Contact the installation C3 lead coordinator to find out who your POC is.

### 2. Submit an Event Proposal:

The C3 will assist/advise squadron UNITE POC's to develop programs for their squadrons. Meet with your unit POC to discuss your objectives and event ideas. Complete and submit the Event Proposal Form.

### 3. Collect Participant Names:

Participant names are required to track approved/authorized funding and attendance. Submit the sign up sheet with your Event Proposal Form.

### 4. HAVE FUN AT YOUR EVENT!

### 5. Submit After Action Report:

Your installation C3 lead will try to attend your Unite events as available so we rely on you to provide detailed after action information to help improve the program. We also ask for at least one group picture of your event.



## TYPES OF EVENTS

### 1. Ready to Execute (RTE):

RTE programs are pre-approved and easy to implement. FSS related events keep funds on the installation and should be considered first.

### 2. Unit Developed Program (UDP):

Squadron leaders are given the discretion to create UDPs that capitalize on opportunities available in the local area. UDPs may take up to 30 days for the approval process.

### 3. Free/Volunteer

Charitable work provides a cost effective team building activity that allows co-workers to see each other in a new light and can make a real difference in your community. Free events do not need prior approval unless requesting NAF funds to cover food.

\*\* All Unite events require funding approval through the Air Force Service Center.

*The UNITE Program was developed to provide squadron leaders with the maximum flexibility to deliver programs that build cohesion for personnel within their unit. This includes assigned Air Force Active Duty, Reserves, and local APF and NAF Civilians.*

## FUNDING

### **\$13.50 APF Activity Expense:**

Per person to offset authorized Airmen participation costs in recreational team-building and cohesion events. *Funding is based on assigned manning*

### **\$5 NAF Food Allowance:**

One meal/one non-alcoholic beverage per person. Meal allowance must be used in conjunction with a Unite event. *Funding is based on assigned manning*

UNITE funds **CANNOT** be used for:

- Holiday Parties
- Combined with SM&W Funds
- Training
- Official Events

The **Installation C3** will:

- Be unit POC focal point
- Oversee program execution
- Confirm Squadron Allocations
- Make all Unite Payments (*Reimbursements are not authorized*)

