

WELCOME TO UNITE

POC TRAINING

AGENDA...

- ✘ What is Unite?
- ✘ Responsibility Breakdown
- ✘ Funding & Allocations
- ✘ What are My Options?
- ✘ Planning Your Event
- ✘ Event Submission Process
- ✘ Team Project
- ✘ Questions



THE UNITE PROGRAM...

Provide squadron leaders with the maximum flexibility to develop and deliver programs to build cohesion for personnel within their unit.

Ability to “personalize” events to meet the needs and interests of your unit and to help ensure MAX participation.

https://www.youtube.com/watch?v=K_a3FbKI4r8&spfreload=10

INCLUDES ALL AIR FORCE ACTIVE DUTY, RESERVIST, AND CIVILIANS ASSIGNED TO YOUR UNIT



UNITE POC RESPONSIBILITIES...

- ✘ Attend Initial training and participate in quarterly meetings
- ✘ Plan, promote and execute events that contribute to unit- cohesion and ensure maximum participation – this program CANNOT be delegated to individuals not designated on the Unite Appointment Letter
- ✘ Complete and submit required documents for C3 and CC signatures (Event Proposal and Vendor Tracking forms)
- ✘ Schedule and attend shopping trips with C3 (if applicable)
- ✘ Capture event photos, coordinate and facilitate team photo with official Unite Banner
- ✘ Complete and submit After Action Report (AAR) **NLT 5 business days post event**



C3 RESPONSIBILITIES...

- ✘ Primary function is to serve as Unite POC's focal point for planning, development and coordination of Unite programs/events
- ✘ Provide formal training and act as liaison for Unite POCs to oversee program execution and adherence to budget
- ✘ Continually develop and maintain integrated opportunities both on and off the installation
- ✘ Offer/provide "Brainstorming" one-on-one sessions with POCs during the planning process
- ✘ Organization and distribution of funds to eligible squadrons
- ✘ Execute all purchases in support of Unite events
- ✘ Coordinate all submissions from beginning to end with AFGVC



FUNDING & ALLOCATIONS...

Two types of funding, PROGRAM AND FOOD FUNDS (APF/NAF)

RAF Mildenhall **CY22** Allocation

APF: \$54,796.50

NAF: \$20,295.00

PROGRAM/ACTIVITY FUNDS (APF)

\$13.50 / per person assigned

FOOD & BEVERAGE FUNDS (NAF)

\$5.00 / per person assigned

MUST be in conjunction with an approved APF event/program

Funding is included for all **AD, Reservists, APF and NAF** personnel in your unit

Family Members, Contractors, Guard Members, and members from other branches of service assigned to your unit are ineligible to receive funding



WHAT ARE YOUR OPTIONS?

RTE
Ready-to-Execute

UDP
Unit-Developed

FREE

Volunteer



ON-INSTALLATION MENU...

HAVE YOUR MONEY GO FURTHER BY UTILIZING FSS ACTIVITIES!

Fun Runs/Amazing Race

Squadron Bowling Competition

Murder Mystery

Trivia Night

Escape Room

Pool Tournament

Squadron Picnic/Fun Day

Archery

Corn-Hole Tournament

Golf (at RAFL)

Karaoke

Private DIY Classes

THE LIST GOES ON AND ON AND ON AND ON...



RAFM IS FULLY EQUIPPED W/ ODR, BOWLING CENTER, AUTO HOBBY SHOP, ARTS & CRAFTS, AND A CLUB



UNIT-DEVELOPED MENU...

IF YOU CAN'T FIND SOMETHING TO DO OFF BASE- YOU AREN'T LOOKING HARD ENOUGH!

Top Golf

Go-Karting

Trampoline Parks

Hiking/Geocaching

Escape Rooms

Ropes/Climbing

Paintball

Laser Tag

Scavenger Hunts

Golf Simulator

City Tours

Paint and Sip

Axe Throwing

Lets Go Punting

Flight Simulator

THE LIST GOES ON AND ON AND ON AND ON...

JUST REMEMBER IT'S ONLY **\$13.50** PER PERSON...



FREE EVENTS MENU...

HOST A FREE EVENT!

Color Run

Base Scavenger Hunt

Nailed It Challenge

Squadron Oscars

Mobile Team Challenge

Trivia

Talent Show

Great American Push-Off

Fitness Challenge

Squadron Feud

Lip Sync Battle

Taste-of-the-Unit Cook Off

WE ENCOURAGE YOU TO THINK OUTSIDE THE BOX...

YOU CAN BE APPROVED FOR FOOD FUNDS FOR FREE EVENTS

FOOD...

FSS OPTIONS

- ✗ Galaxy Club
- ✗ Daily Grind
- ✗ Bowling

INSTALLATION OPTIONS

- ✗ Commissary
- ✗ Food Courts

OFF INSTALLATION

- ✗ Anywhere that takes a CC
- ✗ Angles Café
- ✗ Webbs
- ✗ The Hog Roast Catering Co
- ✗ Ministry of Meat (MOM) BBQ

JUST REMEMBER IT'S ONLY \$5 PER PERSON...

FOOD FUNDS CAN ONLY BE USED IN CONJUNCTION WITH AN APPROVED UNITE EVENT



YOU CAN ALSO PAY FOR...

- ✗ Paper Plates
- ✗ Cups
- ✗ Utensils
- ✗ Napkins
- ✗ Charcoal/Propane
- ✗ Decorations (up to 10% of total)
- ✗ Foil, Foil Pans
- ✗ Room Fees
- ✗ Pavilion/Equipment Rentals

IF YOU CAN RENT IT – IT WON'T BE APPROVED FOR PURCHASE



UNITE FUNDS CANNOT BE USED FOR...

- ✗ HOLIDAY PARTIES
- ✗ Movies
- ✗ Events with no Unit-Cohesion
- ✗ Alcohol or Gambling
- ✗ Ineligible Unit Members
- ✗ Change of Commands/Meet & Greets
- ✗ Squadron Training/Meetings
- ✗ Equipment Purchases
- ✗ Rentals of Portable Johns, Trash/Cleaning Services, Lodging, Transportation
- ✗ DJs
- ✗ Prizes, Giveaways, Awards
- ✗ Damages or Late Fees
- ✗ Taxes, Tips, or Gratuities

PLANNING YOUR EVENT

x Use this planning timeline as a guide to help stay organized

x Use the supply checklist as a reminder of items you may or may not need for your event

x Refer to the last page for examples of questions you can ask your vendors



UNITE EVENT PLANNING TIMELINE

A vertical timeline with a central axis and 12 yellow smiley face icons. The timeline lists various tasks and their due dates, such as 'Finalize menu', 'Order supplies', and 'Set up tables'. The tasks are organized into sections like 'Planning', 'Setup', and 'Event Day'.



UNITE EVENT SUPPLIES CHECKLIST

TABLEWARE	DECORATIONS
<input type="checkbox"/> TABLES	<input type="checkbox"/> BANNER
<input type="checkbox"/> TABLE LINENS	<input type="checkbox"/> TABLES
<input type="checkbox"/> CHAIRS	<input type="checkbox"/> CHAIR COVERS
<input type="checkbox"/> CHAIRS	<input type="checkbox"/> CHAIR TIES
<input type="checkbox"/> CHAIRS	
<input type="checkbox"/> CHAIRS	

FOOD / DRINK	SERVINGWARE
<input type="checkbox"/> FOOD	<input type="checkbox"/> SERVINGWARE
<input type="checkbox"/> DRINKS	<input type="checkbox"/> SERVINGWARE
<input type="checkbox"/> DRINKS	<input type="checkbox"/> SERVINGWARE
<input type="checkbox"/> DRINKS	<input type="checkbox"/> SERVINGWARE
<input type="checkbox"/> DRINKS	<input type="checkbox"/> SERVINGWARE
<input type="checkbox"/> DRINKS	<input type="checkbox"/> SERVINGWARE

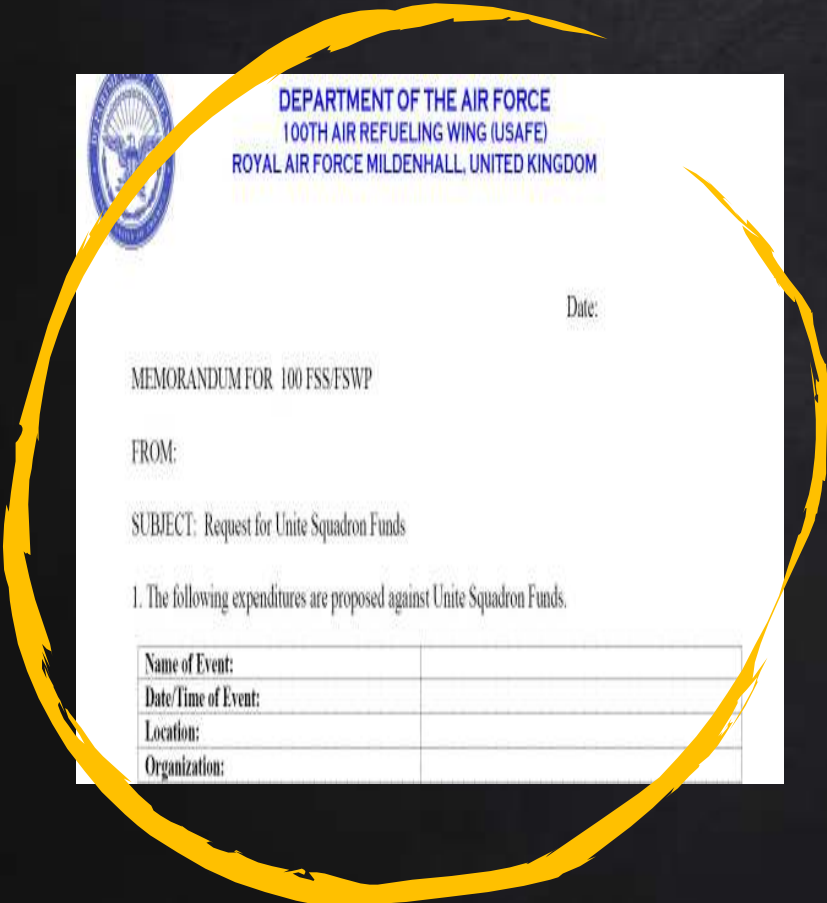
MISCELLANEOUS	
<input type="checkbox"/> MISCELLANEOUS	<input type="checkbox"/> MISCELLANEOUS
<input type="checkbox"/> MISCELLANEOUS	<input type="checkbox"/> MISCELLANEOUS
<input type="checkbox"/> MISCELLANEOUS	<input type="checkbox"/> MISCELLANEOUS
<input type="checkbox"/> MISCELLANEOUS	<input type="checkbox"/> MISCELLANEOUS
<input type="checkbox"/> MISCELLANEOUS	<input type="checkbox"/> MISCELLANEOUS




VENDOR QUESTIONS

A list of questions to ask vendors, organized into sections: 'GENERAL INFORMATION', 'SERVINGWARE', 'FOOD / DRINK', and 'MISCELLANEOUS'. Each section contains several specific questions related to the vendor's services.

EVENT REQUEST PROCESS



 DEPARTMENT OF THE AIR FORCE
100TH AIR REFUELING WING (USAFE)
ROYAL AIR FORCE MILDENHALL, UNITED KINGDOM

Date:

MEMORANDUM FOR 100 FSS/FSWP

FROM:

SUBJECT: Request for Unite Squadron Funds

1. The following expenditures are proposed against Unite Squadron Funds.

Name of Event:	
Date/Time of Event:	
Location:	
Organization:	

Important:

- ✗ ALL BOXES MUST BE FILLED OUT
- ✗ BE VERY SPECIFIC IN YOUR DESCRIPTION
- ✗ MUST INCLUDE FOOD PLAN AND ANY FEES PARTICIPANTS ARE EXPECTED TO PAY
- ✗ BREAK DOWN THE FUNDING

Breakdown Example:

ODR Pavilion #4 Rental – \$10

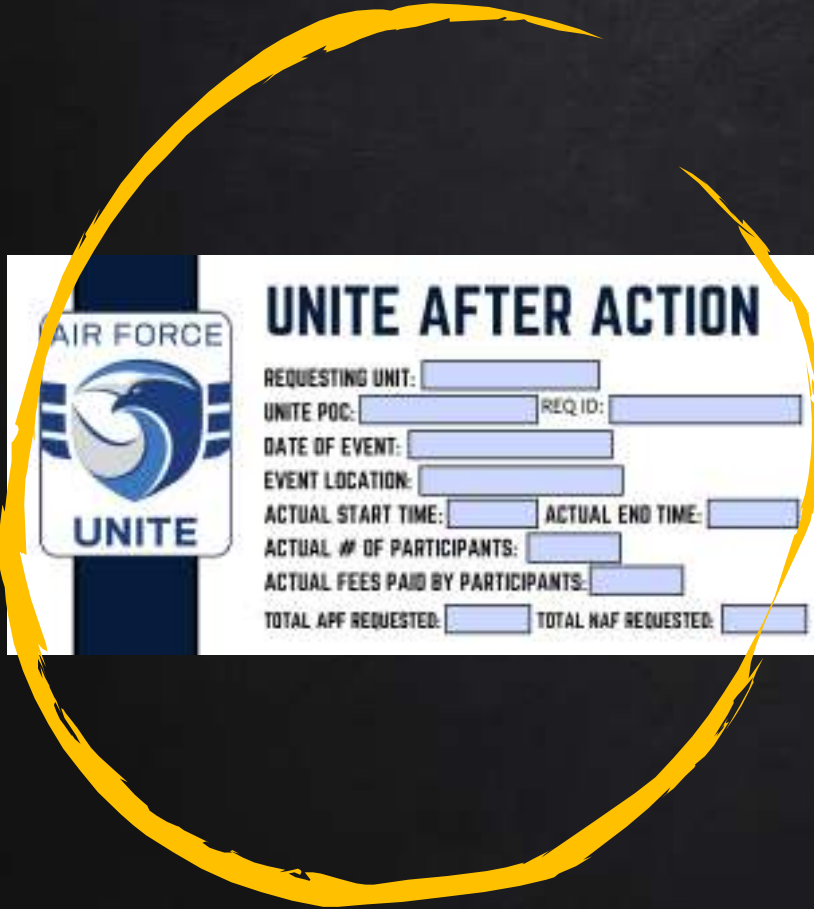
ODR Rental Equipment – \$175


Mobile Game Truck from Game Time – \$400

= \$585 / 50 participants = \$11.70/per person

- ✗ ALL INVOICES FOR APF & NAF MUST BE TURNED IN WITH YOUR REQUEST.
- ✗ C3 REVIEW AND SIGNATURE IS REQUIRED
- ✗ COMMANDER SIGNATURE IS REQUIRED
- ✗¹⁵ ALLOW MINIMUM OF 2 WEEKS FOR **FINAL** APPROVAL

AFTER ACTION REPORT



AIR FORCE

UNITE

UNITE AFTER ACTION

REQUESTING UNIT:
UNITE POC: REQ ID:
DATE OF EVENT:
EVENT LOCATION:
ACTUAL START TIME: ACTUAL END TIME:
ACTUAL # OF PARTICIPANTS:
ACTUAL FEES PAID BY PARTICIPANTS:
TOTAL AFF REQUESTED: TOTAL HAF REQUESTED:

Important:

- ✗ An AAR will be sent to you after your event and is due NLT **5** business days after received
- ✗ All blocks must be filled out
- ✗ We would also like feedback and input from members in the unit
- ✗ These AARs are looked at by A LOT of people so be honest and specific
- ✗ BE DETAILED – NO ONE WORD ANSWERS PLEASE
- ✗ AARs only require the POCs signature



THANKS FOR ATTENDING!!

Any questions?

You can find me at

Bethzaida.cooper.1@us.af.mil

TEAMuniteRAFM@gmail.com