

WELCOME TO UNITE

POC TRAINING

CY23





THE UNITE PROGRAM...

In August 2016, Air Force Chief of Staff (CSAF) General David Goldfein, released his letter to Airmen titled, “The Beating Heart of the Air Force...Squadrons!”

“In Turn,” AFSVC established an activity rich program that will equip Squadron/Unit Commanders with options to facilitate unit cohesion.

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

All Air Force Active duty, Reservist, **Guard members**, APF, and NAF civilians assigned to a Joint Base Andrews Unit are eligible to utilize Unite program funding.

FUNDING & ALLOCATIONS...

Per person funding is calculated from your squadron end strength and includes every Airmen (to include GS/NAF civilians).

PROGRAM/ACTIVITY FUNDS (APF)

\$13.50/ per person assigned

Designated to offset or cover Airmen participation cost and supplies of the recreational / unit cohesive activity

FOOD & BEVERAGE FUNDS (NAF)

\$5.00 / per person assigned

MUST be in conjunction with an approved APF event/program

PROGRAM CANNOT BE CENTERED AROUND FOOD. There must be a recreational or interactive team-building activity that is the focus. Unite IS NOT a food and beverage program.

ALL purchases MUST be able to be made by Credit Card

Contractors are ineligible to receive funding – BUT CAN STILL PARTICIPATE.

Spouses and Dependents are NOW AUTHORIZED to receive funding but are NOT counted in your manning numbers.



APF CAN ALSO PAY FOR...

X Paper Plates

X Cups

X Utensils

X Napkins

X Charcoal/Propane

X Decorations

X NO more than 10% of Budget

X Foil, Foil Pans

X Room Fees

X Pavilion/Equipment Rental

tents/tables/chairs

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



UNITE FUNDS CANNOT BE USED FOR...

- X HOLIDAY PARTIES (End of Year EVENTS)
- X Events with no Unit-Cohesion
- X Alcohol or Gambling (INCLUDES BINGO)
- X COMBAT DINING IN/OUT
- X Change of Commands/Meet & Greets
- X Squadron Training/Meetings
- X PROMOTIONS/RETIREMENTS
- X SUPPLIES FOR VOLUNTEER EVENTS
- X Rentals of Portable Johns, Trash/Cleaning Services, Lodging, Transportation
- X Equipment Purchases
- X Prizes, Giveaways, Awards, PROMOTIONAL ITEMS
- X Damages or Late Fees, Taxes, Tips, or Gratuities, AND/OR INSURANCE
- X PPE – Gloves, sanitizer, cleaning supplies, masks
- X NON-INCLUSIVE EVENTS
- X NO MANDATED GROUP OR WING-WIDE EVENTS

WHAT IS CONSIDERED AN UNITE EVENT...

Unite events **MUST** be cohesive in nature, reflected in the following type of activities:

- X Recreational activities (e.g. bowling, axe throwing, sporting events, tournaments, ODR trips, etc..)
- X Fitness activities (e.g. 5k run, disc golf, dodgeball tournament, hiking, mud/ruck runs, ect.)
- X Learning of new skill or participating in an activity together (e.g. paint and sip, crafts, pottery, etc.)
- X Interactive team-building activities (e.g. scavenger hunts, EO or MFRC led activities, etc.)
- X Volunteering as a group



UNITE POC RESPONSIBILITIES...

- X Plan, promote and execute events that contribute to unit- cohesion and ensure maximum participation
 - X Call Vendors for pricing / request & submit quotes
 - X Reservations / **contracts** / RSVPs / follow-ups
- X Complete and submit the EVENT PROPOSAL form with CC signature
- X Schedule and attend shopping trips with C3 (if applicable) – You do the shopping, I come to pay
- X Capture MINIMUM 3 event photos, to include group photo.
- X Complete and submit After Action Report (AAR) NLT 3 business days post event

PLAN AHEAD – 10 day deadline to submit request form; atleast 1 week FROM DEPOSIT DUE DATE



C3 RESPONSIBILITIES...

- X Primary function is to serve as Unite POC's focal point for planning, development and coordination of Unite programs/events
- X Provide formal training and act as liaison for Unite POCs to oversee program execution and adherence to budget
- X Organization and distribution of funds to eligible squadrons
- X Provide "Brainstorming" one-on-one sessions with POCs and assist with ideas
- X Coordinate all submissions from beginning to end with Air Force Services Center
- X Execute all purchases in support of Unite events



THE PROCESS.....

1. Submit event proposal

Lean on your C3 for help developing your program. All event proposals must be signed by your SQ CC and will be submitted for approval to the Air Force Services Center on your behalf. Proposals must be submitted at least 21 days prior to your event.

2. Your C3 will make payments for You

Event must be approved by AFSVC before any funds are spent. If your event requires supplies or groceries, schedule a time to shop with your C3 or submit invoices for payment.

3. Host YOUR event and have fun

4. Turn in After Action Report

A few event photos and the AAR are due within 3 business days after your event. Other flight/squadron even will not be approved without previous events receipts.



EVENT SUBMISSION PROCESS

AIR FORCE UNITE PROGRAM

UNITE EVENT REQUEST

REQUESTING UNIT: _____

UNITE POC: _____ DAY OF PHONE: _____

EVENT INFORMATION

DATE OF EVENT: _____

EVENT LOCATION: _____

PROJECTED START TIME: _____ END TIME: _____

PLANNED NBR OF PARTICIPANTS: _____

PROJECTED FEES TO BE PAID BY PARTICIPANTS: _____

AUTHORIZING UNITE FUNDS FOR DEPENDENTS:

DETAILED EVENT DESCRIPTION:

APF (ACTIVITY) FUNDING BREAKDOWN:
YOU MUST BREAK DOWN EVERY EXPENSE - DO NOT LUMP ACTIVITIES/EXPENSES TOGETHER

NAF (FOOD/BEVERAGE) FUNDING BREAKDOWN (\$5.00/PP):
YOU MUST BREAK DOWN EVERY EXPENSE - DO NOT LUMP EXPENSES TOGETHER

COMMUNITY COHESION COORDINATOR (C3) SIGNATURE: _____

COMMANDER SIGNATURE: _____

AIR FORCE SERVICES CENTER

ALL ACTIVITIES REQUIRE A COMMANDER'S SIGNATURE & APPROVAL FROM THE AIR FORCE SERVICES CENTER

Important:

XXXXXX

ALL BOXES MUST BE FILLED OUT
BE VERY SPECIFIC IN YOUR DESCRIPTION
INCLUDE FOOD PLAN & ANY FEES PARTICIPANTS ARE PAYING
BREAK DOWN THE FUNDING – **TOTAL IT ALL UP**
CC MUST AUTHORIZE DEPENDENT PARTICIPATION

Example:

ODR – \$200

Tables, Chairs, Corn Hole, Sumo Suits, Coolers, Charcoal Grill

Game Time – \$525

Mobile Game Truck, Mobile Laser Tag

Elite – \$650

Rock Wall (labor, delivery, setup)

\$200 + \$525 + \$650 = \$1375 / 100 participants

= \$13.75/per person

XX

YOUR COMMANDER'S SIGNATURE IS REQUIRED
ALLOW MINIMUM OF 10 Days FOR **FINAL APPROVAL**

→ Remember this is **NOT** a local approval



ON-INSTALLATION MENU...

HAVE YOUR MONEY GO FURTHER BY UTILIZING FSS ACTIVITIES!

Fun Runs/Amazing Race

Squadron Picnic/Fun Day

Driving Range / Golf Course

Fling Golf

Squadron Bowling Competition

Table Top Escape Room

DIY Kits

Karaoke & Ice Cream Social

ODR / Amusement Ride Rentals

Corn-Hole Tournament

Trivia night

Fishing Tournament

PLEASE SEE FULL FSS UNITE OPTIONS ON UNITE WEBSITE...

JOINT BASE ANDREWS IS EQUIPPED W/ AN ODR, ITT, GOLF COURSE, AND AN EVENT CENTER.



UNIT-DEVELOPED MENU...

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

Top Golf	Fishing	City Tours
Go-Karting	Ice Skating/Roller Skating	Museums
Trampoline Parks	Ropes/Climbing	Axe Throwing
Hiking/Geocaching	Paintball	Laser Tag
Escape Rooms	Sporting Events	Whitewater Rafting
City Scavenger Hunts	Bowling	Cooking/Baking/Chocolatier DIY
Shooting Range	Paint & Sips	Dave & Busters

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

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



VOLUNTEER MENU...

WORK FOR A CAUSE, NOT FOR APPLAUSE!

- X Meals On Wheels
- X Food Banks
- X Community Cleanups
- X Habitat for Humanity
- X Humane Society



YOU CAN BE APPROVED FOR FOOD FUNDS FOR VOLUNTEER EVENTS

NEW TO THIS YEAR MENU...

THE AF GOT TIRED OF THE PROGRAM BEING SOOOOOO RESTRICTIVE SO, THEY FINALLY GOT WITH THE TIMES!

Family Friendly

Kids activities

Inflatables for small humans

Artists: balloon, face painting

Petting zoos

**No more than 50% of your Budget can go
towards these activities**

**Events CANNOT be geared towards Families and
Unite cannot host events for dependents ALONE**

AND THEN....

DJs ARE BACK!!!!

WATER PARKS

THEME PARKS

MUSICAL THEATER

FAIRS / THEMED EVENTS

MOVIES

MUST BE FOR A SPECIFIC MOVIE / DAY / TIME