



UNITE EVENT PROPOSAL FORM

Please email your completed request form to janessa.vageline.1@us.af.mil at least one week prior to your proposed event date.

AFSVC will not provide reimbursement for events that have not been approved. If a squadron executes an event without approval, all expenses will be the responsibility of the squadron.

UNIT INFORMATION

REQUESTING UNIT:

POC:

EVENT INFORMATION

DATE:

LOCATION:

TIME:

of PARTICIPANTS:

DETAILED EVENT DESCRIPTION

Example: Twenty personnel from the 319 FSS will gather at Dakota Lanes on 7 July from 11am to 1pm for lunch and three games of bowling.

APF FUNDING

Units are allowed up to \$13.50/person for recreation

Example: 20 people x \$12.00 for 3-games of bowling with shoes = \$240 APF

NAF FUNDING

Units are allowed up to \$5/person for food and beverage

Example: 20 people x \$5 towards lunch at the bowling snack bar = \$100 NAF

If Unite Funds do not cover the total cost of your event, please list out-of-pocket expenses.

Example: If you go ax throwing for \$25/person, you'd write, \$25.00 for ax throwing -minus \$13.50 Unite funds = \$11.50/person out-of-pocket expenses

FUNDING GUIDANCE

Unite funds cannot be used on the following:

- Alcohol
- Equipment*
- Electronics
- Prizes
- Promotional items
- Lodging
- Cleaning supplies
- PPE
- Porta-Johns
- Gambling
- Cleaning Fees
- Late Fees
- Damages

** Equipment can be rented*

Purchases for volunteer events (such as gloves, tools, & paint) and supplies to donate to charities such as Build-A-Bike are also not authorized.

Commander Signature