



MEMORANDUM FOR COMMUNITY COHESION COORDINATOR (C3)

FROM:

SUBJECT: Squadron Unite Program Point of Contacts (POCs)

1. The following personnel are appointed Primary and Alternate Squadron Unite Program POCs for the unit referenced above for one year from the date of signature below:

	Grade	Name	Email Address	Duty Phone
<b>Primary</b>				
<b>Alt (req'd)</b>				
<b>Alt (opt)</b>				

2. The POCs will agree to comply with the following requirements:
  - a. Contact the installation C3 to discuss proposed event and authorized expenses.
  - b. Complete an Event Proposal Form provided by the installation C3, obtain designated signature, then forward to C3 NLT 14 days in advance of requested event. Note: 30 days in advance is recommended, especially when planning elaborate events or those held on RTP days. This is to allow C3 to submit to AFSVC to review and approve the event request, and to schedule purchases.
  - c. Ensure budget limits are maintained at all times and all vendors used accept Visa.
  - d. Ensure that event requests are for bona fide UNITE events and not for unauthorized events outlined in materials received, to include: Holiday Parties, Banquets, Dining In/Out, etc.
  - e. Provide C3 with After Action Report plus minimum of 3-5 action photos of personnel enjoying the event within 5 business days after every event.
  
3. I wish to \_\_\_ approve/sign all event requests for my unit, OR \_\_\_ designate my POCs listed above, OR \_\_\_ designate \_\_\_\_\_ to approve/sign on my behalf until rescinded by me, my successor, or expiration one year from date of signature below, whichever is first. I understand if I choose to delegate this responsibility, the delegated member will represent my vision for cohesive events as commander of this unit, and it remains my responsibility to monitor this as I see fit. Contact C3 at 884-5080 or DSN 579-5080 with any questions.

