



After Action Report

UNITE PROGRAM

UNIT INFORMATION

Requesting Unit:

POC:

Email:

EVENT INFORMATION

Event Date:

Location of Event:

Actual Start Time:

Actual End Time:

Actual Number of Participants

FUNDING

Total APF Requested:

Total NAF Requested:

Fees Paid by Customer:

FEEDBACK

How well did the planning process go?

How can it be improved?

POC Signature:

Please email completed form along with 1 to 3 photos to: devan.hager.2@us.af.mil

BASIC FUNDING GUIDANCE

UNITE Events must be Recreational and Cohesive in nature in order to utilize funding.

\$13.50 APF - Per Person/Per Year

These funds go towards participation costs:
Activity Supplies, Equipment Rentals, etc.

\$5.00 NAF - Per Person/Per Year

These funds are the food allowance:
Food items must be used in conjunction with a UNITE event.

UNITE Funds can't be used in conjunction with:

- Holiday Parties - End of Year Events
- Balls or Banquets - Squadron Trainings
- Squadron Meetings - Base Wide Events

UNITE Funds can't be used to purchase:

- Alcohol - Equipment* - Electronics
- Prizes - Promotional Items - Lodging
- Cleaning Supplies
- PPE - Porta-Johns

UNITE Funds can't be used on:

- Transportation - Gambling
- Cleaning Fees - Late Fees
- Damages

*Equipment may be rented.

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