DD Mm YY

MEMORANDUM FOR The Unite Program

FROM: Squadron Name/CC

FROM:

SUBJECT: Letter of Appointment

 Squadron Unite Program Point of Contact (POC)

SUBJECT:

1. The following personnel are appointed Primary and Alternate Squadron Unite Program POCs for the XXX Squadron:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Grade** | **Name** | **Email Address** | **Duty Phone** |
| **Primary** | MSgt | Smith, John |  | X-xxxx |
| **Alternate** | TSgt  | Doolittle, Tom |  | X-xxxx |

2. The POC(s) will agree to comply with the following requirements:

1. Contact the Community Cohesion Coordinator (C3) to discuss Unite events and authorized expenses.
2. Complete an Event Proposal Form found at [www.offutt55fss.com/unite](http://www.offutt55fss.com/unite) and provided to C3 at least 10 days prior to event. This form will need be signed by Commanders or Commanders designee and then C3 will submit to AFSVC for funding approval.
3. Work with C3 to get event details, purchases, payments completed and provide final attendee counts for each event.
4. Ensure budget limits are maintained at all times.

 (Food and beverage = $5/ per person and Recreational Fun Activity = $13.50/ per person)

1. Provide C3 with After Action Report along with pictures within five business days after every event. Failure to provide this information after your event could delay your next event until report and pictures are received.

NAME, Rank, USAF