



Event Proposal Form

Squadron Information

Unit: PAScode

Unit POC: DSN/Cell:

Email:

Estimated # Participants:

Event Information

Event Description:

Event Location:

Proposed Date & Start/End Time

Activity Expenses:

Food Expenses:

Participation Reason(s)

- Develop a new skill or competency
- Improve physical fitness
- Increase morale, camaraderie, or esprit de corps
- Promote interaction between unit members
- Provide opportunity for fun or relaxation
- Reinforce peer, unit/squadron, or AF corps values
- Work on a team-building exercise

Appointed UNITE POC Signature or CC Signature

All activities require a Commander's signature and approval from the Air Force Services Center which may take up to 30 days. Please plan your event accordingly.

U.N.I.T.E. Unified Network In Team-building Events

The UNITE Program provides Commanders with funding to initiate programs to build team cohesion within their unit. This includes assigned Air Force and Space Force: Active Duty, Reserve, DoD civilians(APF/NAF)

Spouses and Dependents of eligible personnel with Commander pre-approval. (budget will not increase with inclusion of dependents. Still goes off the official manpower document)

UNITE POCs will submit an After Actions Report, along with 3 photos from the event, holding the UNITE banner within 3 business days. Failure to submit the AAR report will freeze your funds and you will not be able to do another event until completed. Please ensure UNITE events are for authorized use prior to submitting your event proposal. Refer to page 6-7 of the CY24 Unite Guide

