



KADENA UNITE EVENT POC AGREEMENT 2024

SQUADRON: _____ **EVENT NAME:** _____ **EVENT DATE:** _____

I certify that this event includes a unit cohesion & recreational activity and is not a squadron holiday party or military related event (commanders call, hail/farewell, award ceremony, banquet, etc). No items Unite purchases will be used for fundraising (dunk tank, pie-in-the-face, etc.)

Initials: _____

This event will not use any other military funded resiliency funds (chapel, True North, P2, etc.).
Booster Club/Private Funds okay.

Initials: _____

I will confirm anticipated attendance with FSS facilities (bowling, ODR, club catering etc.) or to any other facility that is being utilized, at least 72 hours prior to the event (barring unexpected mission requirements) as full anticipated attendance fees will be charged.

Initials: _____

I understand that any rental agreements or service contracts must be signed for and collected/ returned by a member of the squadron and that person assumes responsibility on behalf of the squadron for any late fees, cancellation fees, cleaning fees or damage fees. If any fees are incurred beyond the basic rental fees, the member or squadron must pay those fees using personal or squadron booster club funds.

Initials: _____

As the squadron and/or event POC I will immediately inform the C3 and all related businesses about any event changes to include postponement, location change, participation numbers & event change.

Initials: _____

Initials: _____ Unite funding is only for: USAF/USSF AD/Guard/Reservists, DAF Civilians (MLC/IHA, NAF/GS) and dependents only (no dependent only events)

Initials: _____ Submit photos and AAR to the Unite C3 within 3 **business** days of event.

Initials: _____ Allow Unite to use photos submitted for promotional purposes.

Initials: _____ Ensure if I am unable to attend event, my **proxy** will be held accountable.

EVENT POC SIGNATURE/DATE