

UNITE EVENT REQUEST

KADENA AB 2024

****Event POC will also need to complete POC Agreement****

REQUEST ID: _____ APF: NAF:
 This section completed by C3

Have a question? Contact me: DSN: 632.7220 • Cell: 070.3802.8959



Squadron + Flight:

Event Date:

Projected Location:

Unite POC:

Cell & DSN:

Event POC:
(include rank)

Cell & DSN:

Projected Event Duration: start:

end:

TOTAL People Expected (**include** Dependents):

Dependents:

Projected Out of Pocket (\$) (What Unite will not cover):

What is the out of pocket used towards?

EVENT DESCRIPTION: WHAT ACTIVITIES WILL YOUR UNIT BE DOING?

UNITE CANNOT SUPPORT:

- Anything military related (Commander's Calls, Hail & Farewells, Off-sites, etc.) - recreation must be the focus
- Luncheons/dining-only events, award events, Christmas parties, banquets, base-wide events
- Events combined with other resiliency funds (P2, chapel, True North, etc.) - booster club/personal funds okay
- Please contact your C3 for more information on use of Unite funds

ACTIVITY/EQUIP RENTAL/SUPPLIES/ADMISSION/COMMISSARY SURCHARGE FUNDING BREAKDOWN:

ALLOCATED: \$13.50 PER PERSON

*****LIST ITEMS WITH PRICE & FROM WHERE*****

(EX: MARINA: KAYAK = \$15, PAVILION \$35 + ODR: CHARCOAL GRILL = \$50)

Total APF Requested:

FOOD/BEVERAGE(NAF)FUNDINGBREAKDOWN:

ALLOCATED: \$5.00 PER PERSON

****LIST ITEMS, FROM WHERE & PRICE ALLOCATION****

(EX: BURGERS, BUNS, SIDES, DRINKS FROM COMMISSARY = \$270)

Total NAF Requested:

*Done prior to
CC signature* →

Reviewed and Approved by

COMMUNITY COHESION COORDINATOR (C3):

This section completed by C3:

Remaining Balance:

APF: NAF:

COMMANDER or CC DESIGNEE
Signature/Approval:

Starting 01 October, all unused/non-committed funds are available for use by any unit RTE.

ALL EVENTS REQUIRE A COMMANDER'S SIGNATURE OR DESIGNEE & APPROVAL FROM THE AIR FORCE SERVICES CENTER