



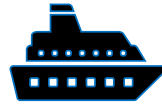
How will you UNITE?

WHAT IS UNITE

- **MONEY FOR RECREATIONAL ACTIVITIES – events must be recreation/cohesion focused**

- **APF: Activity - \$13.50 per person**

- Rental Equipment (no purchases)
- Activity Admission
- Pavilion/Campsite Rental
- Supplies (tin foil, plates, cups, charcoal, etc.)
- Commissary Surcharge (5% on food)



- **NAF: Food - \$5.00 per person**

- Food and non-alcoholic beverages
- Examples: Subway, Commissary, Strikers Café, E'Club Catering



- Both funds do not need to be used for a Unite event. Can have an APF-funded event with no food
- **NAF funds must be used directly in conjunction with an approved Unite event**
 - Unite funds do not need to pay for the activity but there needs to be a recreational/team-building aspect to the event
 - Track-and-Field event (free) – sandwich platter and Gatorades/waters bought with Unite
- Cannot combine APF and NAF funds – separate pots of money
- Any event exceeding the Unite allocation, remainder will be paid by unit (Booster Club or Private Funds)
- Best to request max allocation and any unused funds will go back into unit pot of funds

TYPES OF RECREATION

PHYSICAL

sports
adrenaline
fitness
amusement
centers

MENTAL

scavenger hunt
trivia/strategy
games
puzzles
escape room

RELAXATION

yoga
pedicures
crafting
movies

CULTURAL

cooking
classes
historical
seasonal

OUTDOORS

camping
hiking
SUPs/kayaks
ferry trips
paintball
golf

ARTS & CRAFTS

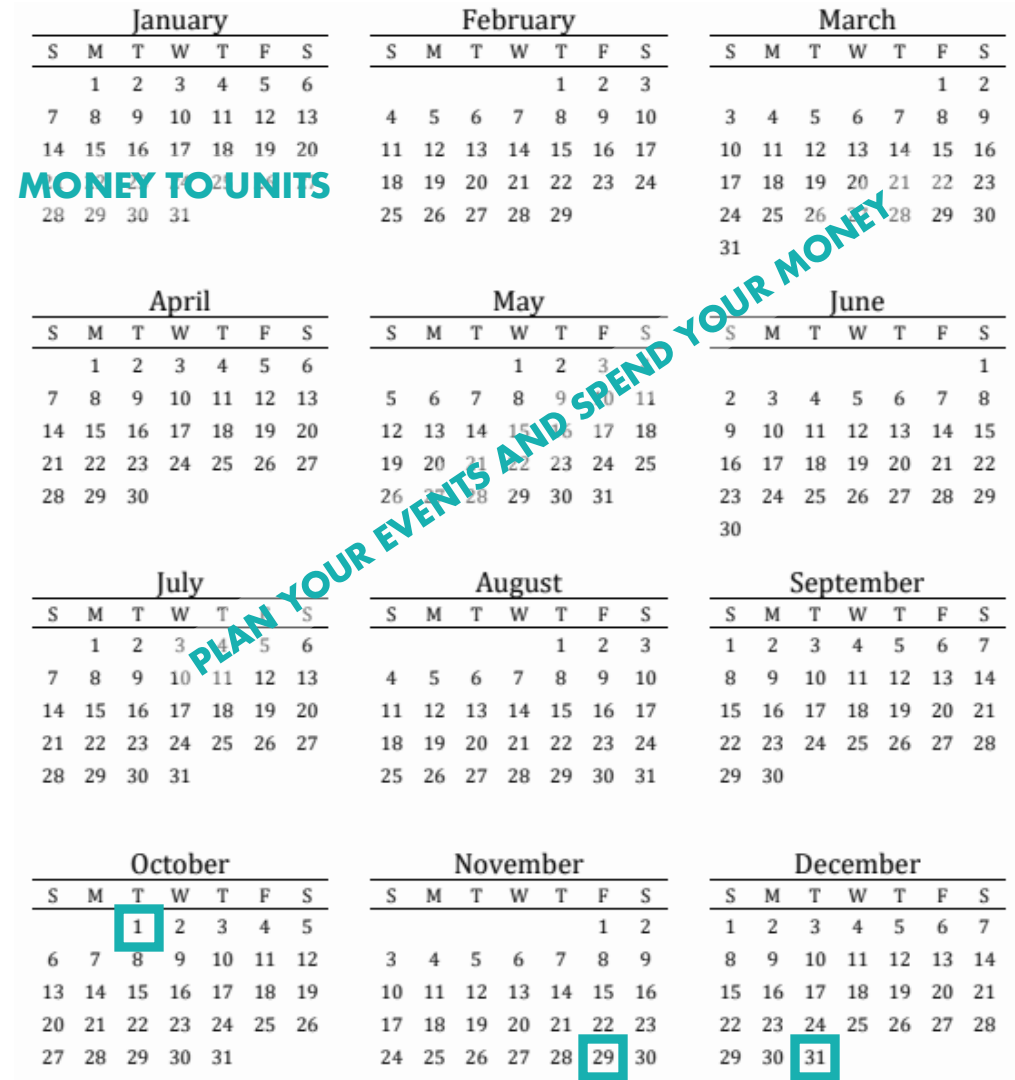
woodworking
figurine
making
glass-blowing
painting
ceramics

UNITE INFORMATION

- Unite funds are distributed based on unit personnel numbers
 - Example: Unit with 186 personnel receives \$2,511.00 in APF funds and \$930.00 in NAF funds to use for the year
- Unite does not reimburse, all payments must be made by the C3
- Unite funding is available to those assigned to Kadena:
 - Active Duty (USAF/USSF)
 - Civilians: APF, NAF, IHA, MLC (local nationals)
 - AF Reserve and Guard units
 - TDY units using home station funds
 - Family members (if invited to participate)
 - Unite events involving family should be family-friendly not family-focused
 - Units do not receive funds for dependents, so funding would come from AD/Civilian allocation
 - Contractors do not receive funding (they can still participate but would pay their own way)
- Events do not need to be held during duty hours
- Events can be on any military installation and off-base
- Must be inclusive to all eligible members, cannot be divided based on rank, pay grade, age, race, gender, or religion

UNITE TIMELINE

- Unite is Calendar Year NOT Fiscal Year
 - End of January: funds allocated to units
 - End of January – September 30: your unit funds are yours to use
 - October 01: all unit unused/non-committed funds are consolidated and available for use by any unit ready to execute
 - November 29: last submissions for event requests
 - dependent on Unite remaining balance
 - December 31: last date an event can be held
 - NO holiday parties



How to Unite!

step-by-step



Contact Community Cohesion Coordinator (C3) to discuss event and unit funding



Send C3 Unite Request Form for event approval • Send C3 POC Agreement



Find Forms on KadenaFSS.com/Unite (under "Resources" tab)



Once C3 approves event • Route Request to CC / CC appointed designee for funding approval



Make reservations at event locations



Once CC signed form is returned to C3 • C3 will make payment • POC and C3 shopping



ENJOY EVENT! Take Pictures!



Send C3 After Action Report (AAR) NLT 3 business days after event with pictures



Plan next event!



Kadena Community Cohesion Coordinator (C3) • Melanie Gravage
melanie.gravage.1@us.af.mil • DSN: 632.7220 • iPhone: 070.3802.8959

- **On-base activities** – i.e. ODR, Marina, Bowling, Torii ODR, White Beach, etc. make sure you let them know it is a Unite event, so they reserve it under my account.
- **Best to contact the activities first**, to make sure they have availability for your event before finalizing request.

ROUND 1: SPO-CHA

FREE WITH UNITE!

WEEKDAYS, entry between 1000-1100

Allows outside food. Has food court.

FREE PLAY for 3 HOURS

Batting Cages • Basketball Courts
Tennis • Volleyball • Drift Bikes
Soccer Turf • Zorb Balls • Segway
Ping Pong • Arcade Games
Darts • Roller Rink • Karaoke
Massage Chairs • Billiards
Mechanical Bull • Trampolines
Candlestick Bowling • Ball Pit



BEACH DAYS

FREE WITH UNITE!

*Dependent on amount of people

Kadena Marina • Okuma • Torii
White Beach • Any Local Beach

SUPs • Aqua Cycles • Kayaks
Pedal Boats • Floating Docks
Cornhole Boards • Sumo Suits
Pavilions • Spikeball • Inflatables
Transparent SUPs/Kayaks
BBQ Supplies • Okuma Pick-2
Commissary Shopping



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ADRENALINE/ACTIVE

Ice Skating • Karting • Color Run • Zip-lining
Hiking • Paintball • Golf/Glow Golf • ATVing
Bowling • Deep Sea Fishing • Sports Tournament

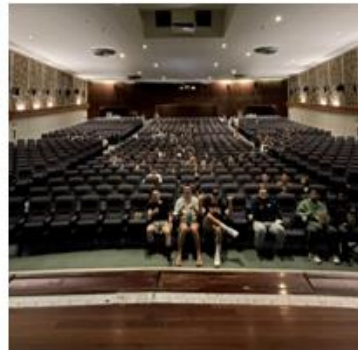


Waters
Gatorades
Aquarius
Snacks



INDOOR ACTIVITIES

Escape Room • Gundam Figurine Making • Trivia
Pedicures • Private Movie • Aquarium • Museum
Instructional Classes • Japanese Naval Underground
Gingerbread House Making • Glass Blowing



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ITT TICKETS

FREE WITH UNITE!

Busena Glass Bottom Boat & Underwater Observatory • Okinawa World • Ryukyu Mura Japanese Naval Underground • Ice Skating Illuminations • Kanna Thalasso Water Center

DISCOUNT WITH UNITE

- Ryukyu Kings Basketball Games
- Moon Beach – Lunch & Pool



AUTHORIZED UNITE EVENTS

Equipment & Facility Rentals (APF)	Expendable Supply Purchases (APF)	Existing Program or Activity Fees (APF)	Food & Beverage Options (NAF)
<ul style="list-style-type: none"> • Outdoor Recreation Rentals • Facility Rental like park or beach pavilions, room rentals, etc. • DJ's and DJ Equipment • Food Service Equipment • Swimming Pool • Boats & Jet Skis • SUPs/Kayaks • Go-Karting/Street Karting • Attraction admissions • Tent and site rental • Transportation w/driver (ITT/ODR only) • Waterparks • Amusement parks • Movies (AAFES Theater or other location) 	<ul style="list-style-type: none"> • Disposable food prep and service items (paper plates, napkins, cups, plastic utensils, charcoal, foil, foil pans etc. • Cardboard and Tape (Build-a-boat) • Crafting Kits & Supplies • Surcharge on Food purchases • Catering service fees • 10% of total event cost towards decorations • Sandcastle Building • Holiday events: Pumpkin Carving, Trunk Decorating, Gingerbread kits 	<ul style="list-style-type: none"> • Bowling lane and shoe rentals • Arts & Crafts instructional classes • Outdoor Recreation trips, tours, and workshops • Golf green fees and driving range fees • ITT trips & tours • Off-base instructional classes (cooking class, glass-blowing, yoga, deep-sea fishing) • Ferry tickets to reach activity or event location • <u>Full</u> work center pedi's • Okuma pick-2 • Hiking 	<ul style="list-style-type: none"> • All food facilities on base including BX food court/stand alones • DIY Commissary shopping • Food operations from other bases • Local businesses that accept split payments • FSS food trucks • Club catering • Transferring funds between squadrons

UNAUTHORIZED UNITE EVENTS

Squadron Training / Meetings	Dining In / Out Meal Only Events	Combined with other APF or NAF Funding <i>(double-dipping)</i>	Base-Wide Special Events
<ul style="list-style-type: none"> • Commander's Calls • Hail & Farewells • Promotions • Retirements • Off-Sites • Trainings • Anything military training related in any way 	<ul style="list-style-type: none"> • Formal or Informal • Combat Dining In / Out • Luncheons • Cookouts or any food & beverage event NOT connected to an approved Unite event. 	<ul style="list-style-type: none"> • Other activity resiliency funds (chapel, True North, P2, etc) • FSS Bucks • Other R4R Components • Private Org/Booster Club funds are OKAY and encouraged if available • *Out of pocket okay 	<ul style="list-style-type: none"> • Japan Day • AmericaFest • Tinsel Town • Special Olympics
Lodging	Concerts, Theater Events	Entertainment Venues	Paid Entertainment / Rentals
<ul style="list-style-type: none"> • Any type of temporary accommodations • *Camping okay 	<ul style="list-style-type: none"> • Considered individual spectator events and as such do not involve team-building or unit cohesion 	<ul style="list-style-type: none"> • Conventions or Exhibitions (Comicon, Anime etc) 	<ul style="list-style-type: none"> • Port-o-lets • Trash services • Cleaning fees • Late or Damage fees of rentals

UNAUTHORIZED UNITE EVENTS

Holiday Parties, end of year events, balls, & banquet	Alcoholic Beverages	Gambling	Purchase of any of the following items
<ul style="list-style-type: none">• Christmas Parties• New Year Parties• Service Balls• Award Events• Open Banquets	<ul style="list-style-type: none">• Cannot be used to purchase any type of alcoholic beverage• *Does not prohibit alcohol at an event, Unite can't pay for it	<ul style="list-style-type: none">• Bingo• Raffles• Lotteries• Slots• Pachinko• Any Games of Chance	<ul style="list-style-type: none">• Prizes• Giveaway Items• Promotional Items• Personalized Items• Fundraising Items• Awards/trophies• Going Away Gifts• PPE of any type• HAZMAT Items• Equipment/items to donate to charities

FOOD OPTION EXAMPLES

Food can be purchased from any location!

Only limitations are off-base conversion and split purchases.



Combine all your food money for shopping at the commissary. Sandwich platter, veggie and fruit tray options.



Grab pizzas from any restaurant: Unite Discount at Strikers Café (Bowling Alley) \$10 per pizza



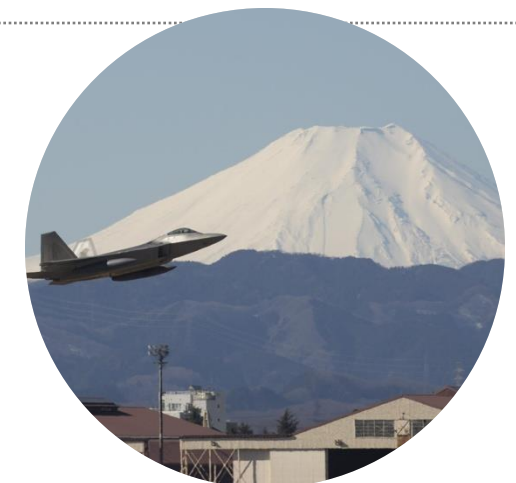
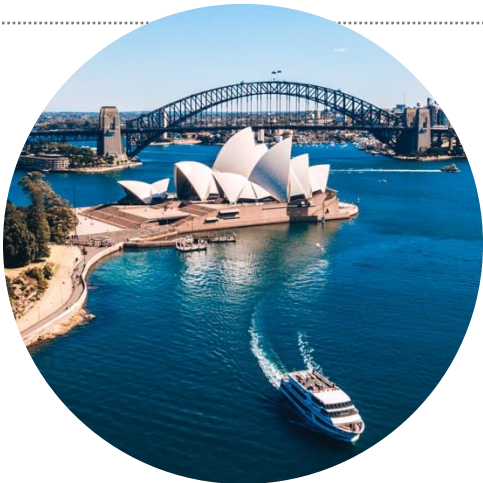
Sandwich Platter – cut sandwiches into 1/3 or 1/4 for individual sizes. Toppings and condiments on the side. Olympic Mall Subway or Commissary.



Club catering – combine \$5 per person (order here for Banyan Tree Pizza)

UNITE WHILE TDY/DEPLOYED

- Please understand additional time to coordinate is required and some locations may not be possible.
 - 889 form now required for government card purchases
 - Phone payments will need to be coordinated – if no C3 in the area
- Contact your homebase C3 BEFORE YOU GO if possible, so they can link you with the destination C3 to assist with your planning (contacts/deals, etc)
- On arrival at destination, contact/meet with the local C3 to discuss/finalize plans
- Funds will be utilized from homebase allocation – must work with homebase C3 to know funding availability
- Local C3 will assist with planning the event and paying. All forms will be completed with local C3
- If multi unit/base event, the funds will need to come from each unit/base allocation



UNITE EVENT REQUEST

KADENA AB 2024

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

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

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

Squadron/Flight/Shop/Unit:



Event Date: Projected Location:

Unite POC: Cell & DSN:

Event POC: Cell & DSN:
(include rank)

Projected Event Duration: start: end:

TOTAL People Expected (include Dependents): Dependents:

Projected Out of Pocket (\$/¥)
 (What Unite will not Cover):

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):

Remaining Balance: COMMANDER or CC DESIGNEE
 Signature/Approval:

APF: NAF:

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

REQUEST FORM



Unite POC - list UNIT POC

Event POC may be different than Unite POC

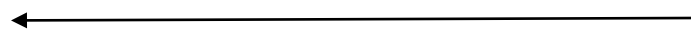
List who is **running event and will be at event**



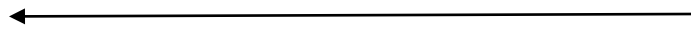
List TOTAL expected including family members. Also indicate family only total



Describe event activities – nature of event



Be Specific: List all items to be paid for by quantity and cost + **FROM WHERE**



Food Generalized: Describe your food plans, and from where. Do not price out each item, just list major items (brats, burgers, buns, sides, drinks from commissary)



Once approved and signed by C3, route for CC signature or appointed designee

REQUEST EXAMPLE

Funding Allocation Examples:
APF (Activity) • NAF (Food)

Event with 20 people:
APF: \$270.00 • NAF: \$100.00

Event with 35 people:
APF: \$472.50 • NAF: \$175.00

Event with 50 people:
APF: \$675.00 • NAF: \$250.00

Event with 75 people:
APF: \$1,012.50 • NAF: \$375.00


UNITE EVENT REQUEST

KADENA AB 2024

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

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

Event POC will also need to complete POC Agreement



Squadron/Flight/Shop/Unit:

Event Date: Projected Location:

Unite POC: Cell & DSN:

Event POC: Cell & DSN:

(include rank)

Projected Event Duration: start: end:

TOTAL People Expected (include Dependents): Dependents:

Projected Out of Pocket (\$/¥)
(What Unite will not Cover):

EVENT DESCRIPTION: WHAT ACTIVITIES WILL YOUR UNIT BE DOING?

FSWU will be paddle-boarding, kayaking, swimming, aqua-cycling, playing cornhole, ladderball and giant jenga.

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: \$412**

Allocated 13.50 x 43 = \$580.50 (**below prices are examples! Contact locations for current prices!**)
From Kadena Marina:
4 SUPs = \$50
2 Kayaks = \$30
2 Floating Docks = \$100
2 Pavilions = \$50
From ODR:
2 Corn hole sets: \$30
Ladderball: \$15
55 Qt Cooler: \$7
Dipke Ball: \$10
BBQ Supplies from commissary (plates, cups, napkins, tin foil, charcoal) + surcharge (5% on food) = \$100.00

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: \$215**

15 Pizzas from Strikers Cafe
Kadena commissary: burgers, brats, chicken, buns, sides, condiments/seasoning, drinks, desserts
43 x \$5 = \$215.00

*Done prior to
CC signature* →

Reviewed and Approved by

COMMUNITY COHESION COORDINATOR (C3):

COMMANDER or APPOINTED DESIGNEE

Signature/Approval:

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

REQUEST FORM - NO

In the funding sections it should be clear what you're purchasing, from where and the costs. **If not, your request may be returned for clarification BEFORE it can be submitted.**

ACTIVITY COST

Example 1: Bowling

Bowling \$675

Need breakdown:

20 lanes/2 hours x \$24 = \$480.00

78 shoes x \$2.50 = \$195.00

Example 2: Squadron Olympics

ODR Rental equipment \$355

Need breakdown:

Bouncy House \$100

Yard Games (cornhole, laddergolf, disc jam) \$55

Sumo Suits \$100

Supplies (coolers, tables, chairs) \$100



DO NOT WRITE

FOOD COST

Example 1: Bowling

pizza

From where?

Example 2: Squadron Olympics

Burgers burn - \$500

Need breakdown & from where:

From commissary: burgers, brats, meats, buns, sides, condiments/seasoning, snacks, drinks, desserts



MANDATORY POC FORM

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

← _____
POC Agreement must be completed by the Event POC and submitted with the Request Form.

Unite After Action Report (AAR)

Kadena AB 2024

****Due to C3 within 3 business days after event****
• Timeline is extremely important for events at the end of a month.
• AAR must be completed for base to get reimbursed.

AAR – AFTER ACTION REPORT



Squadron/Flight/Unit/Shop: [Redacted]

Event POC: [Redacted] Event Date: [Redacted]

POC email: [Redacted]

Event Location: [Redacted]

Event Start Time: [Redacted] Event End Time: [Redacted]
(include travel time) (include travel time)

Anticipated Participation Total: [Redacted] Actual Total: [Redacted]

How many unit members?: [Redacted] How many dependents?: [Redacted]

IF THIS IS YOUR FIRST EVENT, HOW DID YOU HEAR ABOUT UNITE?
[Redacted]

HOW DID YOU ADVERTISE YOUR EVENT IN YOUR SQUADRON/FLIGHT/UNIT/SHOP?
[Redacted]

WHAT LESSONS WERE LEARNED? WHAT RECOMMENDATIONS DO YOU HAVE FOR THE FUTURE?
[Redacted]

Was your event easy to run? YES NO If no, what made it difficult?
[Redacted]

EVENT POC, PLEASE PROVIDE FEEDBACK ON THE EVENT AND UNITE PROGRAM IN GENERAL:
[Redacted]

PERSONNEL FEEDBACK ON THE EVENT:
[Redacted]

If there was a difference between anticipated and actual participation, list why and how many were affected by mission, personal conflicts, elected not to, etc.?
[Redacted]

Unite or Event POC signature: [Redacted]

Have more to say?
Please send an ICE comment

<https://ice.disa.mil/> -> Kadena -> Unite Program

C3 signature: [Redacted]

- Complete and return **NO LATER THAN 3 BUSINESS DAYS AFTER YOUR EVENT.**
 - Listen to your team during your event to provide honest and fulfilling feedback.
- **Need AAR to close out your event and for the base to get reimbursed!**
- SEND PICTURES via email, text message or UNITE Kadena Facebook Page.

QUESTIONS?

MELANIE GRAVAGE

**Community Cohesion Coordinator (C3)
18 FSS/FSWU**

Email: melanie.gravage.1@us.af.mil

DSN: [632.7220](tel:632.7220) Unite iPhone: [070-3802-8959](tel:070-3802-8959)

Unite Website: www.kadenafss.com/unite

Facebook Page: [UNITE Kadena](#)

Office location: Bldg. 721, 1st Floor, Room D-110 (next to MPF/DEERS)

SHAREPOINT: 18 MSG -> 18 FSS -> Unite