

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!



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