



KADENA UNITE TDY EVENT POC AGREEMENT 2025

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

This event includes a unit-cohesion/recreational activity and is not a dining-only event, squadron holiday party or military related event (commanders call, hail/farewell, ceremonies, off-site, etc.). No 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. Ensure if I am unable to attend event, my proxy will be held accountable.

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: _____ Unite funds cannot pay for contractors.

Initials: _____ Funds are being used for members of the same SQ.

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.

EVENT POC SIGNATURE/DATE