



UNITE TDY EVENT REQUEST FORM

KADENA AB 2025

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

Have a question? Contact me:
DSN: 632.7220 • Cell:
070.3802.8959
alyssa.krupnick.1@us.af.mil

Squadron + Flight:

Home Station Location & Unit:

Event Date:

Projected Event Location:

Main POC Name:
(with rank)

Main POC Phone Number:

Alternate POC Name:
(with rank)

Alternate Phone Number:

Projected Event Duration: start time:

end:

Projected out of pocket:

TOTAL people expected:

All participants are from the same home station SQ? YES:

IF NO, what other units will be participating/requesting funds?

EVENT DESCRIPTION: WHAT ACTIVITIES WILL YOUR UNIT BE DOING?

UNITE CANNOT SUPPORT:

- Anything military related (Commander's Calls, Off-sites, etc.) - recreation must be the focus
- Luncheons/dining-only events, award events, holiday parties, banquets, base-wide events, fundraising items
- 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/RENTALS/SUPPLIES/ADMISSION/COMMISSARY SURCHARGE FUNDING BREAKDOWN (APF FUNDS):

ALLOCATED: \$10.00 PER PERSON

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

(EX: MARINA: KAYAK = \$15, PAVILION \$30 & ODR: GRILL = \$50, CORNHOLE \$8)

Total APF Requested:

FOOD FUNDING BREAKDOWN (NAF FUNDS):

ALLOCATED \$6.00 PER PERSON

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

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

Total NAF Requested:

Done prior to CC signature → Reviewed and Approved by

Kadena Unite Community Cohesion Coordinator (C3):

Kadena AB Unit

CC or CC DESIGNEE

Signature/Approval

Home Station

CC or CC DESIGNEE

Signature/Approval

Both CC's must sign and return to C3 for the event to be approved and funding be authorized.
CC Designee must have written approval from CC to approve Unite fund use on their behalf.