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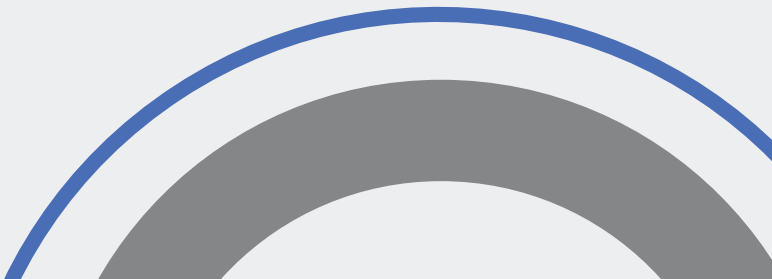
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Unite Handbook CY 2024

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In August 2016,, Air Force Chief of Staff General David Goldfein released his letter to Airmen titled, “The Beating Heart of the Air Force...Squadrons!”. AFSVC was later asked to establish an activity-rich program that equips empowered Commanders with options to facilitate unit cohesion. In-turn, Unite was established as an added component to the Recharge for Resiliency program.

The Unite Program aims to Support Squadron Leaders create informal opportunities for recreational and cohesive activities to strengthen the bond between members within the unit, while maximizing the use of FSS facilities and measuring impacts to ensure units’ needs are met.

Unite Goals and Objectives

Funding

Types & Restrictions



APF MOA Funds

Appropriated MOA dollars are used for the unit cohesion/recreation activity. These funds are allocated at **\$13.50 per person** based on the Unit Manning Document, and are designed to **offset** Airmen participation costs.

NAF Funds

Non-Appropriated dollars are used for the purchase of food and beverage in support of an approved APF Unite activity. These funds are allocated at **\$5.00 per person** based on the Unit Manning Document, and are designed to subsidize meal costs while participating in an Unite event.



Unauthorized Use of Funds

Events that have not received approval from C3*	Purchase of Alcohol	Holiday Parties [Combat] Dining In/Out
Change of Commands Retirements Promotions	Purchase of Equipment	Prizes Giveaways Promo/Personalized Items
Trainings Meetings	Lodging	Damage/Late Fees or Insurance
Cleaning Supplies	Transportation**	Tips
Purchase of Supplies for Volunteer Event or Donation	Gambling	Events cannot be divided based on rank, age, race, gender, religion, or held for dependents only
Taxes	Decorations***	Balls/Banquets

*AFSVC will not reimburse the base for events that are executed without approval. If a squadron does so, all expenses will be the responsibility of the squadron to pay.

**Unite funds are not authorized to pay for rental vehicles; utilizing ITT/ODR vehicles with driver is approvable.

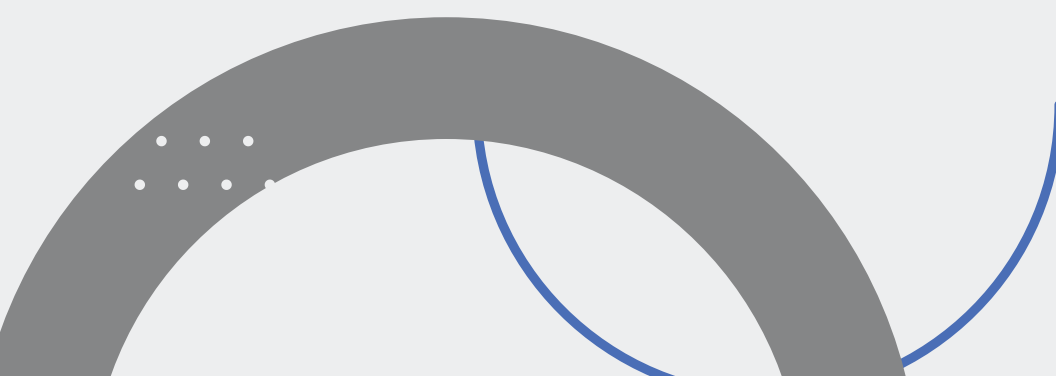
***Decorations for Unite events should not exceed more than 10% of the event's total cost. Example: squadron teambuilding event cost \$1000, then cost of decorations should not exceed \$100.



Request

Process

- **Step 1:** Squadron Commanders can designate a Primary and Alternate Unite Representative for their squadron via an [Appointment Letter](#) provided through the C3. Squadron CCs and Representatives are the only ones who can sign and submit event requests to the C3.
- **Step 2:** Event POC will research event and procure all [invoices](#) and signed [889 forms](#). Squadron Unite Reps and the C3 can assist with planning and ideas if needed. It is recommended that the Event POC surveys squadron members to generate ideas. Event POC will complete [Event Request Form](#) and submit to Squadron CC or Rep.
- **Step 3:** Squadron CC or Rep will sign the Event Request Form if they agree to the usage of the funds for the requested event. The Squadron CC must be the designating authority when authorizing funds for usage by dependents.



- **Step 4:** Squadron CC, Rep, and Event POC will submit signed Event Request Form, all Invoices, and 889 Forms to the C3 **at least 14 days prior to the requested event date.**
- **Step 5:** The C3 will review submitted documentation ensuring that the request meets the Unite program intent and adheres to all Unite regulations. The C3 reserves the right to request additional information or revised requests as needed.
- **Step 6:** The C3 will submit the event request to AFSVC for approval for funds execution. If approved, the C3 will notify the POC by email, and arrange payment for the event. **Do not pay on your own for any reason, reimbursements are not authorized.**
- **Step 7:** Host the event and have fun! Event POC or Squadron Rep must submit an **After Action Report with event photos** to the C3 within 5 days of the event date.

On-Base Programs

Capture the Flag

CAF DAY PROGRAM ONLY. Capture the flag with a tie dye twist! Compete with up to 6 teams of 25 people each to be the last team standing. Use water guns and sponges to "tag" opposing teams with your color. Includes all materials and facilitation by CPPO Staff.

Cost: \$13.50 per person in APF MOA Funds.



Murder Mystery

Choose from 9 different themes and work together to solve the murder! Each member will be assigned a role, and you will be guided by CPPO Staff through the interactive experience. All materials and scripts will be provided. Contact CPPO for available themes. Minimum of 10 participants required.

Cost: \$13.50 per person in APF MOA Funds.

Work of Art

Create a DIY masterpiece with the help of CPPO Staff! Includes facility usage, instructions, and all materials. Choose from one of the following options:

1. **CAN-dle Making** (uses upcycled aluminum cans provided by the Mustang Taproom)
2. **Mandala Drawing** (maximum of 50 participants)
3. **Tie Dye**
4. **Diamond Art**
5. **Paint by Number**
6. **DIY Planter** (also includes soil and plants)

Cost: \$13.50 per person in APF MOA Funds.



To inquire about booking with CPPO, call 919-722-8684.

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Game Night

Gaming fun for your squadron hosted by a CPPO Team Member! Prizes are not provided however we encourage your squadron to offer up some such as gift cards, Bluetooth speakers, or a one-day pass from your CC! All options come with activity facilitation by CPPO Staff. Choose from one of the following options:

1. **Bingo:** Includes 1 bingo book from up to 10 rounds and 1 dabber per person.
2. **PS4/XBOX One/Nintendo Switch Game-a-thon:** Squadron teams can choose from any of these game consoles along with a variety of games and accessories.
3. **Old School:** A board game throwback which includes any or all of the following: Trivial Pursuit, Scrabble, Monopoly, Dominoes, Chess, Checkers, Twister, Ascension, Poker, Cards Against Humanity, miscellaneous Puzzles, and more!
4. **Singo:** An exciting musical spin on the traditional game of bingo! Singo combines the best of both the competition of bingo and fun energy of karaoke. Includes singo cards for up to 5 rounds of play.

Cost: \$13.50 per person in APF MOA Funds. Snacks (popcorn, chips, candy) and drinks can be provided for an additional \$5.00 per person in NAF Funds.

Movie Night

Host a movie night with your unit. Includes facility usage and all required equipment and over 400 movies to choose from! (Movie must be selected from the provided list from CPPO due to copyright.) Choose from one of the following options:

1. **Traditional Movie** held at the Sabre Cinema
2. **Dive-In Movie** held at the ODR Olympic Pool (based on lifeguard availability and is only available during the open pool season).

Cost: \$13.50 per person in APF MOA Funds. Snacks (popcorn, chips, candy) and drinks can be provided for an additional \$5.00 per person in NAF Funds.

Build a Boat

SUMMER PROGRAM ONLY. Grab your team and join the race! Squadrons will create teams of 5 people each. Teams will have 1 hour to construct their vessel entirely from cardboard and duct tape. Then 2 members from each team will jump in and put it to the real test...whether it will float or not! Includes all materials, pool usage, (based on lifeguard availability) and facilitation by CPPO Staff.

Cost: \$13.50 per person in APF MOA Funds.

Bowling

Bowl your heart out at the FSS bowling center! Great for all ages. Includes 2-hour lane rental and shoes. Phantom Lanes staff can help facilitate tournaments as well, just give them a call!

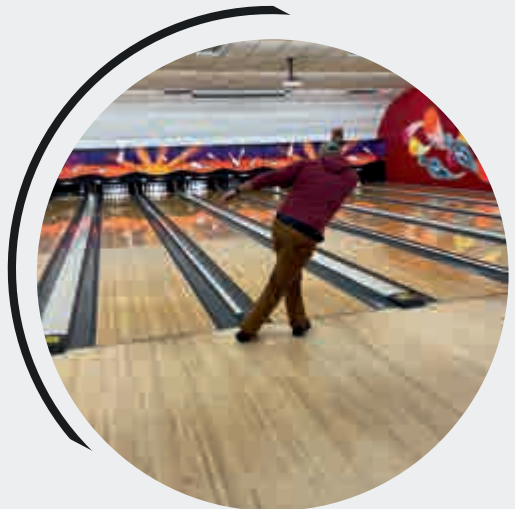
Cost

\$13.50 per person in APF MOA Funds

Contact

To inquire about booking with Phantom Lanes, call 919-722-0350 & ask to schedule a Unite event.

On-Base Programs



On-Base Programs at ODR

Event inquiries must be submitted to ODR at least 3 weeks in advance. Approval is subject to availability. To inquire about booking with ODR, call 919-722-1104 & ask to schedule a Unite event.



Unit DIY Events

DIY events offer the ultimate flexibility to squadrons when it comes to activity choices, locations, and availability! Choose from one of the following options:

1. **Range Rovers:** Groups can compete in various challenging games to earn the best score!. Includes golf ball tokens, golf clubs, targets, and 3 Eagles Driving Range facility rental for the entire day. Accommodates 10min. - 50max. participants.
2. **Field Day:** An ODR staff member will work with you to put together the perfect field day package within your squadron's budget. Includes all day facility rental of either the ODR Adventure Park. Kimpo Park, Debden Park, or Warrior Pines Log Cabin.

ODR Hosted Events

Take the stress out of planning and let ODR Staff host your Unite event. Sit back, relax, and enjoy your event while ODR Staff handle the activities, set-up, and clean-up! Choose from one of the following options:

1. **Recreation Day:** Hosted at the ODR Adventure Park over the course of 4 hours for 50min. - 200max. participants. Includes 5 self-led activities (fishing, cornhole, pedal boats, tug-o-war, & golf-pong), and 1 staff-led activity (choose from hatchet throwing competition, archery tag, or hippo-show-down tournament).
2. **Knocker Ball Tournament** (bubble soccer): Hosted at Warrior Pines Log Cabin over the course of 2 hours for 16min. - 32max. participants.
3. **Sink My Battleship** (SEASONAL ACTIVITY ONLY): Hosted at the ODR Olympic Pool over the course of 2 hours for 18min. - 50max. participants. Teams of 2-3 will work together to sink other teams' canoes while simultaneously protecting their own! This strategic game challenges its players to work together using brains and brawn.

All events cost \$13.50 per person in APF MOA Funds.



Off-Base Programs at Blakeslee AF Recreation Area

These offerings are located in Kure Beach, NC. Please note that Blakeslee has booking blackout dates due to operation needs during certain times of the year. To inquire about booking with Blakeslee, call 910-500-6465 Ext 108 & ask to schedule a Unite event.

1. **A Day at Kure Beach Package:** Spend a day at the beach to relax and enhance morale amongst unit members. Beach games, coolers, volleyballs, and 2 surf fishing rods included. Sand volleyball court and shower facility usage provided.
2. **Fishing Bundle:** Join Blakeslee Staff as they facilitate groups of 5 in circuit format to learn about surf fishing, cast fishing, self-guided crabbing, and cast netting. Supplies and bait provided. Mx. of 20 participants.
3. **Kayak Excursion:** Blakeslee Staff will lead your group through a guided paddle along the Cape Fear River. Learn about the waterway, marshlands, and history of Pleasure Island and Blakeslee. Kayaks, paddles, and life vests included. Max. of 25 participants.

Cost: \$13.50 per person in APF MOA Funds.

Let Blakeslee handle lunch for you! A \$5.00 per person in NAF Funds food menu can be provided directly through Blakeslee for groups of up to 25 people. When using this option, the Blakeslee Cape Fear Room Facility is included at no additional cost for dining. Choose from the below options:

1. Publix Subs and Cookie Bundle: Choice of subway tray selection, cookies, and soda.
2. Pleasure Island Pizza: Includes 2 slices per person, garlic knots, and soda.





Popular Off-Base Options

You are not limited to using only these vendors, the below listings are just popular events that other squadrons have previously done.

No federal endorsement of companies or their services implied.

WOOD DUCKS Minor League Baseball Game in Kinston, NC:

Email Shivar Person for booking inquiries: sperson@woodducksbaseball.com
Go to www.milb.com/down-eat to view the game schedule

RUSHHOUR KARTING in Garner, NC:

Hours: Mon-Thu 12pm-9pm / Fri-Sat 10am-10pm / Sun 1pm-9pm
www.rushhourkarting.com
919-662-9101

ROUND-A-BOUT SKATING in Goldsboro, NC:

Hours: Mon Closed / Tue-Thu 7:30pm-9:30pm / Fri 7pm-10pm / Sat 11:30am-4pm
& 7pm-10pm / Sun 1:30pm-4pm
www.round-a-bout.com
919-778-1831

RAM RENT-ALL in Goldsboro, NC:

Great for dunk tank rentals!
www.ramrentallonline.com
919-735-3320/7500



Compass Cafe Catering

Compass Cafe offers a variety of delicious meal options that were curated to fit into your Unite food budget! Meals subject to availability. Groups must chose ONE menu option for the entire group. To inquire about ordering call 919-722-0394 & ask to schedule Unite catering.

Breakfast Options:

1. Sliders: Includes a choice of bacon, ham, or sausage with egg and cheese. Served with coffee.
2. Sandwiches: Includes a choice of bacon, ham, or sausage with egg and cheese. Served with hashbrown patty and coffee.
3. Burritos: Includes choice of bacon, ham, or sausage with egg and cheese. Served with hashbrown patty and coffee.
4. Bagels & Pastries: A variety of muffins, danishes, and fresh bagels served with a selection of homemade cream cheese and coffee.

Lunch/Dinner Options:

1. Burger or Hotdog Box Meals: Includes single beef patty or 1/4-pound hotdog on a bun with condiments on the side, chips, canned soda, and bottled water. Max. of 80 orders.
2. Burger Burn: Includes ODR grill rental, burger patties, buns, condiments, chips, canned soda, and bottled water.
3. Flatbread Pizza: Includes choice of cheese, pepperoni, and veggie pizzas. Comes with canned soda and bottled water. Max of 30 orders.
4. Sliders: Includes a choice of Ham & Swiss or Turkey & Provolone, chips, canned soda, and bottled water.

Cost: \$5.00 per person in NAF Funds.

Ten-Pin Cafe

To inquire about ordering, call 919-722-0350 & ask to schedule a Unite food order. Choose from one of the following options (each item listed is per person):

1. Grilled cheese sandwich with small fry and drink
2. One-topping slice of pizza with small fry and drink
3. 1/4-pound hot dog with small fry and drink
4. BLT sandwich with small fry and drink
5. Breakfast burrito (choice of one meat) with hash browns and drink
6. Single pancake with hashbrowns, choice of one meat, and drink

Cost: \$5.00 per person in NAF Funds.

On-Base Food Options





AIR FORCE



UNITE