



UNITE PROGRAM

CY26 Event Request Form

Squadron & Flight (i.e. 4CMS/Prop):

Event POC Name:

Event POC Email:

Event POC Phone Number:

Number of Participants: Military & Civilian Personnel

Spouses & Dependents:

Event Date:

Event Time:

Event Location:

Event Description (Share a short summary of what the event will entail)

Appropriated Funded (APF) Recreation Activity Vendor Information (What vendors will you be working with, what items is the vendor supplying, etc. Example - axe throwing trailer rented through ODR, DJ services provided by DJSQID, etc.):

Non-Appropriated Funded (NAF) Food Vendor Information (Who is catering or where are you wanting food purchased from, what items are you ordering/purchasing, etc. Example - items for burger burn from Sams Club see attached shopping cart, BBQ brisket from Adams Roadside BBQ, etc.):

Unite Funds Request

Invoices to reflect the funds requested below are **REQUIRED** upon submission of event request to the Unite Program Coordinator. **NO TAX, GRATUITY, OR ALCOHOL** can be included. Ensure any credit card fees are accounted for in total funds request at time of submission. Any invoices more than requested available funds will be the responsibility of the squadron. **NAF food funds cannot be requested without usage of APF activity funds.**

APF Activity Funds Request: (maximum of \$13.50 per person allowed):

\$ _____ cost per person x _____ total number of attendees = \$ _____ total APF funds

NAF Food Funds Request: (maximum of \$6.00 per person allowed):

\$ _____ cost per person x _____ total number of attendees = \$ _____ total NAF funds

Event POC Signature

Squadron Unite Rep Signature or Squadron Commander Signature

Submit signed event requests form with all invoices and 889 forms to the Unite Program Coordinator via email at 4FSS.FSW.C3UniteProgram@us.af.mil **AT LEAST 2 WEEKS PRIOR TO EVENT DATE.** Events can be approved/denies/ returned for modification at the discretion of the Unite Program Coordinator prior to submission. Modified events will restart the 2 week turnaround requirement.