

AIR FORCE

# UNITE: HOW TO GUIDE

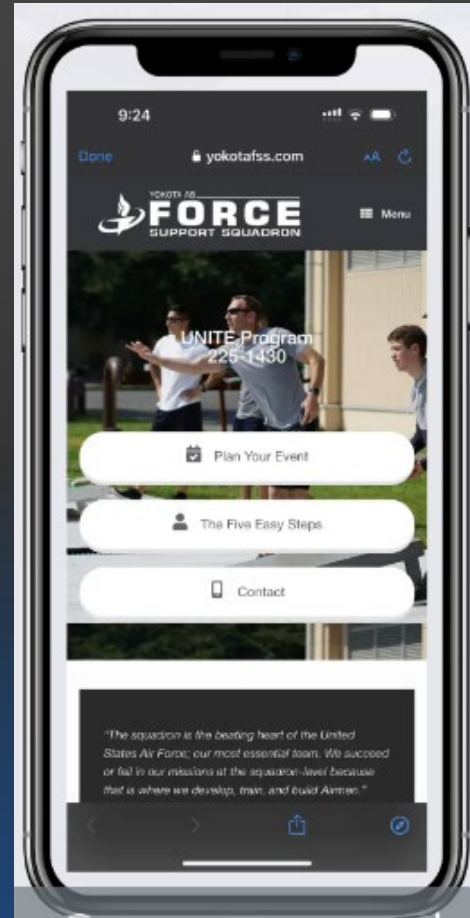
YOKOTA AIR BASE

C3: TSGT KEOSHA MIDDLETON, SRA ERNEST NICHOLS

UNITE PROGRAM

# THANK YOU FOR COMING TO THE UNITE BRIEF

- Please open your camera and scan the QR code on your phone
- Then click “Add to favorites”





## Meet your Yokota Air Base Community Cohesion Coordinators (C3)

- TSgt Keosha Middleton
- SrA Ernest Nichols
- DSN 225-1435
- DSN 225-1433
- [374fss.fsbu.uniteprogram@us.af.mil](mailto:374fss.fsbu.uniteprogram@us.af.mil)



# What is UNITE?



Established 2018 by the Air Force Services Agency

Provides squadron commanders with the flexibility to develop and deliver programs/events to build unit-cohesion within their unit. Squadrons can choose from a variety of events and programs on and off base.

# WHO IS ELIGIBILITY FOR UNITE FUNDS?

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## ELIGIBLE

- Air Force and Space Force: Active Duty, Reserve, DoD civilians (APF/NAF) assigned to Yokota Air base
- Spouses and Dependents of eligible personnel with Commander pre-approval. (budget will not increase with inclusion of dependents. Still goes off the official manpower document)

## INELIGIBLE

- Contractors
- DoD civilians outside of Air Force and Space Force (AAFES, DLA, GAO, DECA, etc.)
- Other branches of the military including tenant units at Yokota AFB
- Guests of authorized patrons
- Unauthorized patrons may attend Unite events but must pay any associated costs and fees.



# COMMANDER RESPONSIBILITIES

## Plan

- Plan programs that contribute to unit cohesion and encourage members to participate

## Ensure

- Ensure funds are being spent in accordance with established guidelines

## Use

- To maximum extent use FSS programs and facilities to achieve desired effects through cost savings and geographical proximity to be meet mission requirements

## Designate

- Designate Squadron POCs to perform UNITE duties on squadron behalf.

# FUNDING ALLOCATIONS

THE BUDGET IS BASED ON THE OFFICIAL MANPOWER DOCUMENT

## Activity Funding APF

- Up to \$15 per person
- Activity expenses such as activity fees, equipment rentals, program supplies and entertainment

## Food Funding NAF

- \$5.00 per person
- Food and beverage expenses
- Must be used in conjunction with activity funds

# FUNDING GUIDELINES

Unite is **not** a food & beverage program. Events must be recreational and cohesive to utilize funding.

Unite funds are **unauthorized** to be combined with other NAFs or APFs. Funds from non-federal entities such as booster clubs may be used.

Funding is allocated per calendar year

Funding can be split between multiple events, but total is maxed at \$15.00 for APF and \$5.00 for NAF per person assigned within a unit.

**Event Proposal submission deadline is 1 October 2024 .**



# PAYMENTS

## Payments- On Base

- All payments towards the Unite approved events must be paid for by the C3 via PCard
- Unit POCs must contact selected FSS facilities to reserve or book their activity and notify them they have initiated the Unite funding process

## Payments- Off Base

- All payments towards the Unite approved events must be paid for by the C3 via NAF Pcard (Government Credit Card). Units **will not be reimbursed** if items are paid via personal credit cards, checks, or cash.
- **All payments must be tax exempt. Every vendor must have a valid Form 889 Representation Form signed on file prior to Unite payment.**

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# PROGRAM TYPES

## Unit Developed (UNITE COVERS)

- Squadron leaders are given discretion to capitalize on opportunities available off base in the local area and on base within the Force Support Squadron
- Ex: Bowling alley, air force club packages, golf, squadron picnic

## Volunteer/Free (optional/outside of UNITE)

- Example: food drive, highway clean up, squadron fun runs, USO e-tournament, post office delivery window

## Virtual Programs (optional/outside of UNITE)

- Teambuilding.com
- Teambonding.com
- Wildly different
- Virtual 5K ([www.virtualrunevents.com](http://www.virtualrunevents.com))

# UNAUTHORIZED USES OF UNITE

## UNAUTHORIZED PURCHASES

- Alcoholic Beverages Gambling
- Lodging or Rental Vehicles (ITT/ODR Allowed)
- Prizes, Giveaways, Promo Items or Gift Cards
- Porta-johns, Trash Services, Cleaning
- Late Fees, Damages or Insurance
- Volunteer Supplies

## UNAUTHORIZED EVENTS

- Holiday parties/End of year events
- Balls or Banquets Combat Dining in/Dining out
- Squadron Trainings/Meetings
- Change of Command/Promotions/Retirements
- Eating Events
- Base Wide Special Events
- Spouses/Dependents Only Events

## **\*IMPORTANT NOTICE\***

**AFSVC agency WILL NOT provide reimbursement to events that have not been approved.**

**If a squadron executes an event without approval, all expenses will be the responsibility of the squadron.**

**Events must be inclusive to all Airmen and Guardians in a unit and cannot be divided based on age, race, gender or religion.**

**A UNITE event cannot be held for dependents only.**

# HOST YOUR EVENT IN 5 STEPS



## Step 1

### Complete Unite POC Appointment Letter

- Squadron CC will appoint a Unite POC in writing to the C3



## Step 2

### Submit Event Proposal

- Complete the Event proposal form and email to the C3, **15 days prior to the event**



## Step 3

### Event Prep

- Once your event has been approved, confirm the date and time with the venue and coordinate the payments with your C3. Grab the Unite banner from the C3 at the Community Center.



## Step 4

### Have fun at your event

- Take group photo of your team with the unite banner at your event



## Step 5

### Submit After Action Report (AAR) and photos

- Complete the AAR form and submit 3 photos to the C3 **within 3 business days**. Return the Unite Banner.





DEPARTMENT OF THE AIR FORCE  
PACIFIC AIR FORCE  
YOKOTA AIR BASE JAPAN

22 Jan 24

MEMORANDUM FOR 374 FSS/FSWU

FROM: 374 SQUADRON CC

SUBJECT: Squadron Unite Program Point of Contacts (POCs) Appointment Letter

1. The following personnel are appointed Primary and Alternate Squadron Unite Program POCs for the 374 **UNIT SYMBOL** (ex: MDS):

	Grade	Name	Email Address	Duty Phone
Primary	TSgt	Iverson, Allen	Allen.Iverson@us.af.mil	225-XXXX
Alternate				

2. The POCs must have minimum of 12-month retainability at Yokota Air Base and will agree to comply with the following requirements:

- Contact the installation Community Cohesion Coordinator (C3) to discuss the proposed squadron event and authorized expenses. Complete the Event Proposal Form provided by the installation C3 (available on 374fss.com/unite) and email the form to them NLT 14 days in advance of the requested event (30 days in advance advised). Be sure to state that your event is for unit/team cohesion. Follow the Unite How to Training Guide provided by the C3.
- Ensure that event requests are for authorized UNITE events and not for unauthorized events/purchases (e.g. Holiday Parties, Balls, Banquets, Dining In/Out Functions, etc.).
- Confirm the event date, time, location, final attendance count with vendor (may vary off base).
- Ensure budget limits are always maintained and don't exceed the cap per person. NAF food and beverage = \$5 per person/ APF program costs = \$15 per person) NAF funds must be used in conjunction with APF funds. You must receive an email from the C3 stating that your event request form was approved prior to executing your event.
- Submit the completed After Action Report with a minimum of 2-3 team photos during your event featuring the UNITE banner no later than 3 business days after every event.
- Failure to submit your After-Action Report (photos included) to the C3 will result in your funds being frozen and your squadron will be unable to host another event.
- C3 for Yokota Air Base is TSgt [Keesha Middleton](mailto:keesha.middleton@us.af.mil), [keesha.middleton@us.af.mil](mailto:keesha.middleton@us.af.mil), 225-1435

ALLEN E. IVERSON, Lt. Col, USAF  
374 Squadron Commander

# STEP 1: APPOINT UNITE POC

- Commanders can appoint Unite POCs at squadron level or equivalent or at lower levels. Unite POCs will be the primary person communicating with C3 for planning and execution of Unite events.
- POC will work with their leadership and unit to select the activity.
- POC is responsible for prices, quantity, and description of purchases for squadron events.
- C3 and POC will coordinate all payments ensuring they are tax exempt.

# STEP 2: SUBMIT EVENT PROPOSAL FORM

**UNITE EVENT PROPOSAL**

REQUESTING UNIT: [ ] UNIT SUBSET: [Select One]

EVENT POC: [ ] EMAIL: [ ]

DATE OF EVENT: [ ] EVENT LOCATION: [ ]

EVENT START TIME: [ ] EVENT END TIME: [ ]

ARE YOU SEEKING COMMANDER APPROVAL FOR SPOUSES & DEPENDENTS?  YES  NO  
\*Spouse approval letter must be signed by Commander for spouse & dependent usage of Unite Funds. Funding will be pulled from existing funds available.

PLANNED # OF UNIT MEMBERS: [ ] # OF SPOUSES/DEPENDENTS: [ ] TOTAL: [ ]

TYPE OF EVENT: [Select One]

**ACTIVITY DESCRIPTION:**  
Please put in a detailed explanation of your event. Make sure you include what your cohesion activity will be and what you intend to get from this activity. Include a breakdown of the activity costs.

**ACTIVITY COST:**  
Include the total cost of your event activities/entertainment.  
UNITE will pay up to \$13.50 per person after request approval.

**FOOD DESCRIPTION:**  
This is what you intend on eating and where you intend on purchasing your food. Include a breakdown of the food costs.

**FOOD COST:**  
Include the total cost of your event food.  
UNITE will pay up to \$5 per person after request approval.

**PARTICIPATION REASONS:**

<input type="checkbox"/> DEVELOP A NEW SKILL OR COMPETENCY	<input type="checkbox"/> PROVIDE OPPORTUNITY FOR FUN OR RELAXATION
<input type="checkbox"/> INCREASE MORALE AND/OR CAMARADERIE	<input type="checkbox"/> WORK ON A TEAM-BUILDING EXERCISE

**REQUESTING UNIT COMMANDER OR DESIGNEE SIGNATURE:** [ ]  
All activities require a Commander's signature and approval from Air Force Services Center within 30 days after up to 30 days.

**AIR FORCE UNITE**

Event Proposals must be submitted at least 30 days prior to your event. Remember to complete the after action report and submit 5 photos within 2 business days after your event. The Unite program provides Commanders with funding to initiate programs that will benefit all Airmen/Guardians in their unit. Spouses/dependents may be covered by Unite with written Commander approval, otherwise must pay full cost out-of-pocket. Contractors are welcome to participate but must pay the full cost out-of-pocket. Unite funding is available for all Air Force/Space Force Active Duty, Reserve, & AFW/NAF Civilians assigned to Wright-Patterson AFB. Air National Guard units are now authorized for Unite funding upon request.

- **Top Section:** basic contact and event information
- **Middle Section :** description of event activities and food plus cost
- **Activity Description Example:**
  - We are hosting a team building event , utilizing the Karaoke package at the Air Force Club for 50 people. The cost is \$13.50 per person and will cover 3 hours, Karaoke activity with host, music, Giant Jenga, cornhole and a small bouncy castle.
- **Activity Cost Example :**
  - Total Cost is \$675 for 50 people.
  - $\$13.50 \times 50 \text{ people} = \$675$  covered by Unite.
- **Food Description Example:**
  - Members will utilize Air Force club menu with 3 options to choose from that covers the \$5 option.
  - Option A: Two slices of pizza (cheese, sausage or pepperoni) and a drink (soda or water).
  - Option B: A hamburger or cheeseburger, fries and a drink.
  - Option C: Hot dog, fries and a drink.
  - Total Cost is \$250 for 50 people.
- **Food Cost Example :**
  - $\$5.00 \times 50 \text{ people} = \$250$  total Unite cost
- **Bottom Section :** Must be signed by your unit commander/designee



## STEP 3: EVENT PREP/POC RESPONSIBILITIES



- This phase varies on steps depending on activity selected. Picnics require coordination for grocery shopping, equipment rentals, shelter reservations, etc. Off-base options have their own unique features when planning.
- The POC will prepare any grocery carts and conduct grocery shopping if that option is needed. The C3 will pay for the cart in 1 trip, in accordance to your approved event form, NOT to go over the approved amount with tax and surcharge include.
- C3 will help guide and answer any questions the POC may have to simplify and streamline this step.





TAKE 3 GROUP PHOTOS  
AT THE EVENT WITH THE  
UNITE BANNER



# STEP 4: ENJOY YOUR EVENT



PICK UP THE UNITE  
BANNER FROM THE YUJO  
COMMUNITY CENTER  
FRONT DESK



# UNITE AFTER ACTION REPORT

REQUESTING UNIT: \_\_\_\_\_  
 EVENT POC: \_\_\_\_\_ EMAIL: \_\_\_\_\_  
 DATE OF EVENT: \_\_\_\_\_ EVENT LOCATION: \_\_\_\_\_  
 ACTUAL START TIME: \_\_\_\_\_ ACTUAL END TIME: \_\_\_\_\_  
 DID YOUR COMMANDER APPROVE FUNDING FOR SPOUSES & DEPENDENTS?  YES  NO  
 ACTUAL # OF UNIT MEMBERS: \_\_\_\_\_ # OF SPOUSES/DEPENDENTS: \_\_\_\_\_ TOTAL: \_\_\_\_\_  
 ACTUAL FEES PAID BY PARTICIPANTS (OUT-OF-POCKET COSTS PER PERSON): \_\_\_\_\_

Always Agree	Agree	Neutral	Disagree	Strongly Disagree	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	THE EVENT WAS SUCCESSFUL.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	WE WILL PARTICIPATE IN THIS TYPE OF EVENT AGAIN.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	THE EVENT WAS EASY TO IMPLEMENT.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	PARTICIPANTS FOUND THE EVENT ENJOYABLE.

HOW WELL DID YOUR PLANNING PROCESS & OVERALL EVENT EXECUTION GO? HOW COULD IT BE IMPROVED?

\_\_\_\_\_

WHAT FEEDBACK CAN YOU PROVIDE ON YOUR SELECTED VENDORS/ACTIVITIES?

\_\_\_\_\_

WHAT FEEDBACK CAN YOU PROVIDE FROM YOUR PARTICIPANTS?

\_\_\_\_\_

WAS ADDITIONAL FUNDING ASSISTANCE (BOOSTER CLUB, DONATIONS, ETC.) USED?  YES  NO

\_\_\_\_\_

EVENT POC SIGNATURE: \_\_\_\_\_

**C3 OFFICIAL USE ONLY**  
 C3 SIGNATURE: \_\_\_\_\_  
 AIR REQUEST ID: \_\_\_\_\_ AIR REQUEST ID: \_\_\_\_\_  
 AIR (ACTIVITY FUNDS) REQUESTED: \_\_\_\_\_ AIR (FOOD FUNDS) REQUESTED: \_\_\_\_\_  
 AIR (ACTIVITY FUNDS) UTILIZED: \_\_\_\_\_ AIR (FOOD FUNDS) UTILIZED: \_\_\_\_\_



## STEP 5: SUBMIT AFTER ACTION REPORT & PHOTOS

POC will complete the AAR following the event and submit to C3 to complete the Unite funding process.

How well did your planning process & overall event execution go? How could it be improved?

What feedback can you provide on your selected vendors/activities?

What feedback can you provide from your participants?

Was additional funding assistance (booster club, donations, etc.) Used?

Submit at least 3 photos from the event with the Unite Banner to C3 within 3 business days.

**AFTER ACTION REPORTS ARE MANDATORY** and if not submitted will freeze your funds. You unit will not be able to do another event until completed .



# FSS UNITE BOWLING, ARTS & CRAFTS PACKAGE



YOKOTA AB

## Arts & Crafts Hossawa Falls Photography Tour

### *Hossawa Falls Photography UNITE Tour Package*

Minimum Participation: 25 • Maximum Participation: 36  
Trip Cost per Person: \$13.50

8 a.m. – Meet at Arts & Crafts Bldg. 334  
8:15 a.m. – Depart for Hossawa Falls Photo Tour  
9:30 a.m. – Arrive at Hossawa Falls.....Free time for sightseeing  
11:30 a.m. – Depart Hossawa Falls  
1:30 p.m. – Arrive at Yokota Arts & Crafts.....Free time & Pay as you go lunch

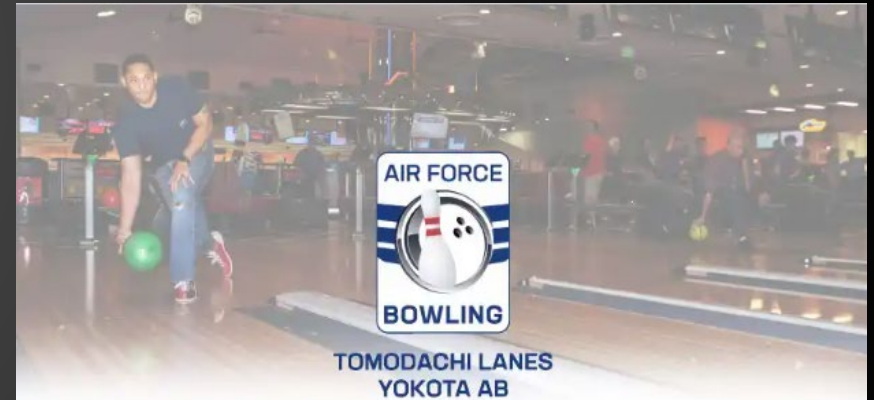
How often does one get to enjoy a frozen waterfall? Build unit cohesion by having a contest of who captures the best photo or sketches the best scene. Be sure to capture the moment, the view will be spectacular. Encourage your squadron Unite POC to come to the Yokota Arts & Crafts Center to reserve your UNITE trip today!

*\*Trip is dependent on weather and road conditions. In colder months make sure to wear warm clothing.*



### UNITE – BUILDING UNIT COHESION THROUGH GROUP RECREATION

Please contact Arts & Crafts to make reservations/confirm:  
Tel: 225-7837 Bldg. 334 (Arts & Crafts Bldg. 334)  
Email: YokotaArtsandCrafts@gmail.com



TOMODACHI LANES  
YOKOTA AB

## Tomodachi Lanes – Bowling Center

### *UNITE Unlimited Bowling Package*

Minimum Participation: 20 • Maximum Participation: 100  
Cost per Person: \$13.50

Includes: Two hours of unlimited bowling and shoes.

Bangkok Express Food Options: \$5 per person for catered meal and beverage.

*\*You may upgrade any meal over \$5 (paid by individual and/or squadron).*



### UNITE – BUILDING UNIT COHESION THROUGH GROUP RECREATION

Please contact Tomodachi Lanes to make reservations/confirm:

Please ask to speak to Mr. Nichols or Mr. Pak.

Tel: 225-7191 Bldg. 1213



# FSS UNITE AIR FORCE CLUBS & ITT PACKAGES



## Air Force Clubs

### Karaoke Package

Minimum Participation: 25 • Time Limit: Three Hours  
Cost per Person: \$13.50

**Includes:** Karaoke with host, music, Giant Jenga, cornhole and a small bouncy castle.

### Trivia Package

Minimum Participation: 25 • Time Limit: Three Hours  
Cost per Person: \$13.50

**Includes:** Trivia with host, music, Giant Jenga, cornhole and a small bouncy castle.

### SS UNITE Menu

**Option A:** Two slices of pizza (cheese, sausage or pepperoni) and a drink (soda or water).

**Option B:** A hamburger or cheeseburger, fries and a drink.

**Option C:** Hot dog, fries and a drink.

*Additional custom food options to include taco bar, hors d'oeuvres stations, buffets, etc. are available upon request and at an additional cost.*



## UNITE – BUILDING UNIT COHESION THROUGH GROUP RECREATION

To book UNITE Events at the Officers' Club, please contact Ms. Akemi Miyadera @ 225-8342  
To book UNITE Events at the Enlisted Club, please contact Ms. Maki Ogura @ 227-8820



NOTE: All departure and return times are flexible • At the time of this package's creation, price is documented at current yen rate and may be subject to change • Guide is required to pay and/or a POC is requested by vendor • Admission not included unless otherwise noted • Food is not provided unless otherwise noted • Depending on bus and tour guide availability, some tours may need two weeks advance notice for reservation, arrangements and expense approval



Indicates that the trip is only available during a certain time. Please contact ITT to verify package availability.

## Takeover Tama Hills Outdoor Adventure Package

Minimum Participation: 25 • Maximum Participation: 72  
Cost per Person: \$27 (+\$10 to include lunch buffet option)

**Includes:** Bus transportation and unlimited access to all outdoor activities\*. Available Thursdays and Fridays only!

\*Excludes horseback riding, which is contractor operated. May be booked in advance by participants.



9 a.m. – Depart to Location  
10:30 a.m.–2 p.m. – Time at Location  
3:30 p.m. – Arrive at Yokota

Enjoy all that Tama Hills has to offer! Have unlimited access to all outdoor activities such as: electric-assist mountain bikes, paintball target practice, mini-golf, golf driving range and golf rentals, golf carts, archery, rock climbing wall, basketball court and softball field (horseback riding available with advance and separate booking). After taking in the great outdoors, enjoy our All American BBQ buffet which features hot dogs, hamburgers, baked beans, potato salad, chips, coleslaw, water and assorted sodas.

**Please contact Information, Tickets, and Travel to make reservations/confirm:**  
Tel: 225-7086 Bldg. 327 (Yujo Community Center)  
Email: YokotaITT@gmail.com

Please don't hesitate to contact ITT if you have less than or more than the minimum/maximum participation number for possible accommodation.



## Asakusa Temple and Tokyo Waterfront Area

Minimum Participation: 30 • Maximum Participation: 36  
Trip Cost per Person: \$37

**Includes:** Bus transportation, tour guide and river cruise\*.

\*Price may fluctuate with boat type.



8 a.m. – Depart to Location  
9:30 a.m.–4 p.m. – Time at Location  
5:30 p.m. – Arrive at Yokota

Welcoming visitors to Senso-ji (Asakusa Kannon Temple) is the Thunder Gate, Kaminarimon. Kaminarimon is an iconic vermilion-lacquered gate that stands at the entrance of a shopping lane (Nakamise Avenue) leading to the temple. The shopping street is lined with stalls featuring traditional local snacks and souvenirs. After visiting the Asakusa temple experience Tokyo's waterfront area. Take a river cruise to Hinode pier to view the Tokyo skyline then see the new waterfront development from the scenic Rainbow Bridge.

**Please contact Information, Tickets, and Travel to make reservations/confirm:**  
Tel: 225-7086 Bldg. 327 (Yujo Community Center)  
Email: YokotaITT@gmail.com

Please don't hesitate to contact ITT if you have less than or more than the minimum/maximum participation number for possible accommodation.

FOR MORE ITT TRIPS SEE THE EMAIL ATTACHMENT





## Tama Hills Golf Course

### Golf & Carts Package

Minimum Participation: 10 • Maximum Participation: 50  
Cost per Person: \$13.50

**Includes:** 9 holes of golf, rental equipment (limited) and golf carts.

*18 holes available at additional cost.*

*Balls, tees, and other golf accessories not provided (available for purchase Golf Pro Shop).*

### Unlimited Driving Range Package

Minimum Participation: 10 • Maximum Participation: 24  
Cost per Person: \$13.50

**Includes:** Driving range, balls and rental equipment (limited).

### Golf Clinic Package

Minimum Participation: 10 • Maximum Participation: 15  
Cost per Person: \$13.50

**Includes:** 60-minute introduction to golf with a golf professional, 9 holes of golf, rental equipment (limited) and golf carts.

*Balls, tees and other golf accessories not provided (available for purchase Golf Pro Shop).*

**Golf Food Options** – \$5 per person (Choose 1)

**Package A:** Hot dog, chips and beverage.

**Package B:** Turkey sandwich, chips and beverage.

**Package C:** Chicken wrap, chips and beverage.



UNITE – BUILDING UNIT COHESION THROUGH GROUP RECREATION

Please contact Tama Hills Golf Course to make reservations/confirm:

Tel: 042-374-2811

Email: tamahillsgolf@gmail.com



## Yokota Golf Center

### Golf & Unlimited Driving Range Package

Minimum Participation: 10 • Maximum Participation: 50  
Cost per Person: \$13.50

**Includes:** 9 holes of golf, unlimited use of driving range and balls and rental equipment (limited).

*Balls, tees and other golf accessories not provided (available for purchase at Golf Pro Shop).*

### Golf & Games with Pavilion Package

Minimum Participation: 10 • Maximum Participation: 50  
Cost per Person: \$12.50

**Includes:** 9 holes of golf, rental equipment (limited), pavilion, large grill, ice chest, corn hole set, tug of war, horseshoe set and volleyball/badminton.

*Balls, tees and other golf accessories not provided (available for purchase at Base Exchange or Golf Pro Shop).*

### Goofy Golf and Foot Golf Package

Minimum Participation: 10 • Maximum Participation: 50  
Cost per Person: \$13.50

**Includes:** Exclusive use of Yokota Golf Course, 9 shortened holes, and a variety of balls to choose from (or bring your own), putter and wedge (limited).

**Yokota Golf Center Optional Food Package** – \$5 per person “Grill your own dogs”

**Includes:** Hot dogs, grill, buns, condiments, water and sodas.



UNITE – BUILDING UNIT COHESION THROUGH GROUP RECREATION

Please contact Yokota Golf Center to make reservations/confirm:

Tel: 225-8815 Bldg. 4010

Email: yokotagolf@gmail.com

# FSS UNITE GOLF PACKAGES

# FSS UNITE OUTDOOR & TAMA HILLS RECREATION PACKAGES



## Outdoor Recreation

### Squadron BBQ and Family Games Package

Target: 60 Participants  
Cost per Person: \$7.50

**\*Includes:** A pavilion, 20x20 canopy, large grill, tug of war, volleyball/badminton, dunk tank, sumo suit kit, large bounce, 10 six-foot tables, 60 chairs, three 100-quart ice chests, four corn hole sets, three sports balls and two horseshoe sets.

### Squadron Sports Day

Target: 60 Participants  
Cost per Person: \$8.50

**\*Includes:** A pavilion, 20x20 canopy, large grill, tug of war, volleyball/badminton, sumo suit kit, giant obstacle course, 10 six-foot tables, 60 chairs, three 100-quart ice chests, four corn hole sets, three sports balls and two horseshoe sets.

*\*Please inquire about pavilion availability and reservations.  
Please plan ahead, all equipment is subject to availability. Visit [yokotafss.com/odr](http://yokotafss.com/odr) for a full list of equipment rentals, to create your own specialized Unite package and/or to substitute equipment in above sample package.*



UNITE – BUILDING UNIT COHESION THROUGH GROUP RECREATION

Please contact Yokota Outdoor Recreation to make reservations/confirm:  
Tel: 225-4552 Bldg. 564  
Email: [Yokota.odr@gmail.com](mailto:Yokota.odr@gmail.com)

TAMA HILLS  
YOKOTA AB, JAPAN

## Tama Hills Recreation Center

### Takeover Tama Hills Outdoor Adventure Package

Minimum Participation: 25 • Maximum Participation: 72  
Cost per Person: \$27 (+\$10 to include lunch buffet option)

**Includes:** Bus transportation and unlimited access to all outdoor activities\*: electric-assist mountain bikes, paintball target practice, mini-golf, golf driving range and golf rentals, golf carts, archery, rock climbing wall, basketball court and softball field. Package available Thursdays and Fridays only!

*\*Excludes horseback riding, which is contractor operated. May be booked in advance by participants.*



### Example Itinerary\*

8:45 a.m. – Meet at Pickup Point  
9 a.m. – Depart for Tama Hills Recreation Center  
10:30 a.m. – Arrive at Tama Hills Recreation Center.....Let the adventures begin!  
12:30–1:30 p.m. – All American BBQ Buffet  
2 p.m. – Depart Tama Hills Recreation Center  
3:30 p.m. – Arrive at Yokota

*\*Itinerary may vary and is subject to change.*

All American BBQ Lunch Buffet: \$10 per person. Features hot dogs, hamburgers, baked beans, potato salad, chips, coleslaw, water and assorted sodas.



UNITE – BUILDING UNIT COHESION THROUGH GROUP RECREATION

Please contact Information, Tickets, and Travel to make reservations/confirm:  
Tel: 227-7086 Bldg. 327 (Yujo Community Center)  
Email: [YokotaTT@gmail.com](mailto:YokotaTT@gmail.com)

Zoom out





YOKOTA AB

## Taiyo Community Center

### Archery Tag

**\*Minimum Participation: 16 • Maximum Participation: 32**  
**Cost per Person: \$12.50**

**Includes:** Use of the Taiyo Community Center ballroom for 2-4 hours, training on rules and scoring system, inflatable obstacles and foam-tip bow and arrow sets.

*\*May have additional attendees, up to 75 persons, to cheer on teams.*

### Paint Party

**Minimum Participation: 10 • Maximum Participation: 30**  
**Cost per Person: \$12.50**

**Includes:** Paint, canvas, artist easels, painter's aprons, paint palettes and other supplies, templates, instruction and use of Taiyo Community Center ballroom for 2-4 hours.



UNITE – BUILDING UNIT COHESION THROUGH GROUP RECREATION

Please contact Taiyo Community Center to make reservations/confirm:  
Tel: 225-6955 Bldg. 3260



YOKOTA AB

## Yujo Community Center

### Game Day Package

**Minimum Participation: 10 • Maximum Participation: 45**  
**Cost per Person: \$12.50**

**Includes:** Use of the Yujo Community Center multi-purpose area and outdoor BBQ deck for two to four hours, pool tables, shuffleboard and darts.

### Ping Pong Tournament Package

**\*Minimum Participation: 10 • Maximum Participation: 20**  
**Cost per Person: \$12.50**

**Includes:** Use of the Yujo Community Center multi-purpose area for two to four hours, up to three ping pong tables with complete paddle and ping pong sets and scoreboards.

*\*May have additional attendees, up to 45 persons, to cheer on teams*



UNITE – BUILDING UNIT COHESION THROUGH GROUP RECREATION

Please contact Yujo Community Center to make reservations/confirm:  
Tel: 225-7713 Bldg. 327  
Email: Yujo.Community.Center@gmail.com

# FSS COMMUNITY CENTERS UNITE PACKAGE



# THANK YOU FOR ATTENDING OUR BRIEF



- If you liked this brief, please email Capt Ashley Gaud
- Thank you for your time
- This brief will be emailed to all commanders and shirts, along with updated forms for 2024