



# UNITE EVENT PROPOSAL FORM (CY26)

REVITALIZING SQUADRONS ...the beating heart of the Air Force."

## REQUESTING UNIT:

UNIT POC:

EMAIL:

DATE OF EVENT:

EVENT LOCATION:

EVENT START TIME:

EVENT END TIME:

ARE YOU SEEKING COMMANDER APPROVAL FOR SPOUSES & DEPENDENTS?  YES  NO

\*Separate 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:

## ACTIVITY DESCRIPTION:

Provide a detailed explanation of your event. Ensure you include what your cohesion activity will be and what you intend to gain from this activity. Include a breakdown of the activity costs.

## ACTIVITY COST:

Include the total cost of your event activities/rentals.  
UNITE will pay up to \$13.50 per person after request approval.

## FOOD DESCRIPTION:

Describe what you intend to eat and where you plan to purchase the food.  
Include a breakdown of the food costs.

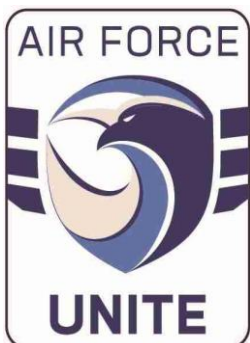
## FOOD COST:

Include the total cost of your event food.  
UNITE will pay up to \$6.00 per person after request approval.

## REQUESTING UNIT COMMANDER

### OR DESIGNEE SIGNATURE:

All activities require a Commander's signature and approval from Air Force Services Center which may take up to 10 days.



Event Proposals must be submitted at least 10 days prior to your event. Remember to complete the after action report (AAR) and submit photos within 3 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, APF/NAF Civilians, and Local Nationals assigned to Yokota, AB.**

Submit this form to [374FSS.FSBU.UNITEPROGRAM@us.af.mil](mailto:374FSS.FSBU.UNITEPROGRAM@us.af.mil) and the UNITE C3 will review and submit request for approval. All events must be approved prior to payment made by UNITE C3. All payments must be tax exempt and have a valid Section 889 Form on file.