

## *The Unite Program....*

**Empowers unit commanders to create new opportunities for recreational and cohesive activities to strengthen the bond between members within the unit.**

**Commanders are authorized to assign a Point of Contact.**



**Who is included:**

**All assigned Air Force and Space Force Active Duty, Reserve, Guard, and civilian (appropriated and non-appropriated) members are authorized Unite funds for CY23.**

- Spouses & Dependents are now authorized to participant, with CC approval—however no extra funds are given for spouses and dependents-not in the manning numbers.**

**Thank you for being a POC!**



# UNITE POC Training 2023

## *Unite POC Responsibilities*

Fill out and have CC sign POC Letter—send to C3

\* POC Letter is authorization for C3 to work with POC on planning...no POC Letter = no proposals excepted

Plan an executable event that contributes to unit cohesion

Plan for the maximum participation possible

- Consider an on base/FSS facility first
- Call vendor for pricing/~~request~~ request a quote
- Use the Unite Event Planning Timeline (next Page)
- Give yourself plenty of time
- Give your C3 time to work with you, help you and try to adhere to the 30 plus days out minimum rule

Fill out Event Proposal Form—C3 can proof prior to CC sign

Organize your shopping dates/times with vendors & C3

- All payments are done by the C3, vendor must take the Gov CC (tax free)

Have fun with your group at the event — Capture at least 3 Pictures

Provide pictures and After Action Report to C3 with 3 Business days after event

Forms are available via your C3 or on the Kirtland Force Support website

<https://kirtlandforcesupport.com/unite-program/>



# UNITE EVENT PLANNING TIMELINE

DATE      NOTES

6-8  
Weeks

- CONFIRM YOUR UNITS UNITE BUDGET W/ C3
- ESTABLISH EVENT GOALS & EXPECTATIONS (HAVE FUN, STRENGTHEN COMMUNICATION, BUILD RELATIONSHIPS, BOOST MORALE)
- DETERMINE LOCATION/THEME/ACTIVITIES
- SET EVENT DATE & TIME (BEST TO HAVE A FEW DATE OPTIONS)
- ESTABLISH BACKUP PLAN FOR INCLEMENT WEATHER & REAL WORLD SITUATIONS
- CALL VENDORS TO ESTABLISH PRICING & AVAILABILITY
- PREPARE EVENT PROPOSAL & VENDOR TRACKER FOR APPROVAL

4-6  
Weeks

- SUBMIT EVENT PROPOSAL TO C3 FOR REVIEW & SIGNATURE
- AFTER C3 REVIEW & APPROVAL SUBMIT EVENT PROPOSAL FOR CC SIGNATURE
- SUBMIT CC APPROVED PROPOSAL TO C3
- ESTABLISH PLANNING TEAM & ASSIGN RESPONSIBILITIES

**RECEIVED FINAL APPROVAL**

3-5  
Weeks

- COORDINATE VENUE/ACTIVITY RESERVATIONS
- COORDINATE EQUIPMENT RENTAL RESERVATIONS
- COORDINATE FOOD/BEVERAGE PLAN OR MENU
- CREATE SHOPPING LIST FOR ALL LOCAL SHOPPING TRIPS
- FORWARD ONLINE SHOPPING CARTS/WISH LIST TO C3 FOR ORDERING
- FINALIZE VENDOR TRACKER & SUBMIT TO C3
- SEND OUT UNIT INVITES
- PROMOTE EVENT INTERNALLY
- TRACK RSVPS

2-3  
Weeks

- SEND OUT REQUESTS FOR VOLUNTEERS
- SCHEDULE SHOPPING TRIPS W/ C3
- FINALIZE "DAY OF" TIMELINE (SETUP/ARRIVALS/ACTIVITIES/MEAL TIME/ END TIME/TEARDOWN/VENDOR PICKUPS/CLEANUP/EQUIPMENT RETURNS)
- ESTABLISH LOGISTICS PLAN (SETUP/TEARDOWN/EVENT LAYOUT)

1-2  
Weeks

- CREATE EVENT SIGNAGE (ACTIVITY INSTRUCTIONS, DIRECTIONAL OR LAYOUT MAPS, TIMELINE OF EVENTS, FOOD & BEVERAGE MENU)
- SEND OUT EVENT REMINDERS TO UNIT MEMBERS
- CONFIRM TEAM MEMBERS/VOLUNTEERS UNDERSTAND RESPONSIBILITIES
- SEND ANY LAST MINUTE UPDATES TO C3

Week  
Of

- SUBMIT FINAL HEADCOUNT TO C3
- ATTEND SCHEDULED APPOINTMENTS W/ C3
- CALL & CONFIRM ALL VENDORS (CONFIRM PICKUP/DROP-OFF TIMES/DELIVERY, EQUIPMENT RENTALS, MENU)
- WORK W/ LEADERSHIP ON ANY BACKUP/RAIN PLAN DECISIONS
- OBTAIN BASE PASS INFO FOR VENDORS & SUBMIT TO SECURITY FORCES
- SCHEDULE UNITE GROUP PHOTO TIME W/ C3

DAY  
OF

- ARRIVE ON LOCATION TO DIRECT VOLUNTEERS, TEAM MEMBERS, & VENDORS
- IF NEEDED CHECK MEMBERS INTO EVENT
- TAKE EVENT PHOTOS (ENCOURAGE TEAM MEMBERS TO ALSO TAKE PHOTOS)
- ROUND UP PARTICIPANTS FOR TEAM PHOTO W/ OFFICAL UNITE BANNER

Post  
Event

- COMPLETE & SUBMIT AAR & EVENT PHOTOS TO C3 - DUE NLT 5 DAYS POST EVENT
- FILL OUT ICE COMMENT CARD



## DEPARTMENT OF THE AIR FORCE

NAME OF DEPARTMENT  
KIRTLAND AFB, NEW MEXICO

DD Mm YY

MEMORANDUM FOR 377 FSS/FSWU (C3)

FROM: Squadron Name/CC

SUBJECT: Letter of Appointment Squadron Unite Program Point of Contact (POC)

1. The following personnel are appointed Primary and Alternate Squadron Unite Program POCs for the XXXX Squadron: (Grade Name, Email Address, Phone)

Primary: MSgt Smith, John, [john.smith@us.af.mil](mailto:john.smith@us.af.mil), 505-xxx-xxxx

Alternate: TSgt Doolittle, Tom, [tom.doolittle@us.af.mil](mailto:tom.doolittle@us.af.mil), 910-xxx-xxxx

2. The POC(s) will agree to comply with the following requirements:

a. Contact the installation Community Cohesion Coordinator (C3) to discuss the proposed squadron event and authorized expenses.

b. Complete a Ready to Execute (RTE) or Unit Developed Program (UDP) Request Form provided by the installation C3.

c. POC will obtain squadron commander's acknowledgment/signature on the Event Proposal form and forward to C3. C3 will submit to AFSVC for approval with NLT 30 days submission lead time.

d. Ensure approved event funding limits are always maintained.  
(program costs at \$13.50/person and food and beverage costs at \$5/person)

e. Provide C3 with After Action Report within two business days following the event. Include photos with AAR to be uploaded to Air Force Services Center (AFSVC)

NAME, Rank, USAF Commander



# VENDOR QUESTIONS

## YOU SHOULD CONSIDER ASKING

### VENUE/LOCATION

- IS THE LOCATION AVAILABLE AND WHAT'S THE COST TO RENT THE VENUE FOR MY EVENT'S DATE AND TIME?
- WHAT DOES THE COST OF THE RENTAL INCLUDE? DO YOU EXTEND ANY DISCOUNTS TO MILITARY?
- DO YOU ACCEPT CREDIT CARD AS A FORM OF PAYMENT?
- WHAT KINDS OF DEPOSITS ARE REQUIRED? ARE ANY DEPOSITS REFUNDABLE?
- WHAT IS YOUR POLICY REGARDING LAST-MINUTE CHANGES OR CANCELLATIONS DUE TO WEATHER OR OTHER UNEXPECTED EVENTS?
- WHO IS MY MAIN CONTACT, PRE-EVENT? WHO IS MY CONTACT THE DAY OF THE EVENT?
- WHAT TIME CAN WE BEGIN SETTING UP? BY WHAT TIME DOES BREAKDOWN NEED TO BE COMPLETE?
- ARE THERE ANY DECORATION RESTRICTIONS OR LIMITATIONS?
- DO YOU OFFER IN-HOUSE CATERING? CAN YOU SHARE CATERING MENUS AND PRICING?
- IS THERE A FOOD AND BEVERAGE MINIMUM? WHAT HAPPENS IF WE DON'T MEET THE MINIMUM?
- ARE OUTSIDE FOOD AND BEVERAGES ALLOWED? DOES THIS VENDOR NEED TO BE APPROVED?
- ANY AV EQUIPMENT ON-SITE? ANY COSTS ASSOCIATED FOR USAGE?
- IS THE LOCATION EQUIPPED WITH POWER & OUTLETS?
- WILL THERE BE AMPLE PARKING?
- WE ARE TAX EXEMPT, HOW WOULD YOU LIKE US TO PROVIDE THE TAX EXEMPT FORM?
- WHEN IS FINAL PAYMENT DUE? CAN YOU TAKE PAYMENT OVER THE PHONE?

### EQUIPMENT/SERVICE RENTALS

- IS THE EQUIPMENT/SERVICE AVAILABLE AND WHAT'S THE COST FOR MY EVENT'S DATE AND TIME? DO YOU EXTEND ANY DISCOUNTS TO MILITARY?
- DO YOU HAVE ANY EQUIPMENT/SERVICE RECOMMENDATIONS THAT FIT THE THEME OF OUR EVENT?
- DO YOU ACCEPT CREDIT CARD AS A FORM OF PAYMENT?
- HOW LONG IS THE RENTAL PERIOD? WHEN IS PICKUP AND DROP OFF? DELIVERY/SETUP AND PICKUP?
- WILL YOUR STAFF BE ON-SITE DURING THE EVENT?
- WHAT'S YOUR POLICY REGARDING LAST-MINUTE CHANGES OR CANCELLATIONS DUE TO WEATHER OR OTHER UNEXPECTED EVENTS?
- WHAT KINDS OF DEPOSITS ARE REQUIRED? ARE ANY DEPOSITS REFUNDABLE?
- WE ARE TAX EXEMPT, HOW WOULD YOU LIKE US TO PROVIDE THE TAX EXEMPT FORM?
- WHEN IS FINAL PAYMENT DUE? CAN YOU TAKE PAYMENT OVER THE PHONE?

### FOOD/BEVERAGE VENDORS

- DO YOU HAVE ANY FOOD/DRINK OPTIONS THAT FIT OUR BUDGET? DO YOU HAVE ANY RECOMMENDATIONS?
- DO YOU ACCEPT CREDIT CARD AS A FORM OF PAYMENT? DO YOU EXTEND ANY DISCOUNTS TO MILITARY?
- WHAT KINDS OF DEPOSITS ARE REQUIRED?
- WHEN DO WE NEED THE FINAL HEAD COUNT / WHAT IS THE LAST POSSIBLE DATE FOR ANY CHANGES?
- WILL YOU OR CAN YOU PROVIDE CONDIMENTS AND PAPER PRODUCTS?
- CAN YOU DELIVER? HOW EARLY CAN WE PICK UP?
- WE ARE TAX EXEMPT, HOW WOULD YOU LIKE US TO PROVIDE THE TAX EXEMPT FORM?
- WHEN IS FINAL PAYMENT DUE? CAN YOU TAKE PAYMENT OVER THE PHONE?



# UNITE EVENT SUPPLIES CHECKLIST

## TABLEWARE

- PLATES (ENTREE)
- PLATES (DESSERT)
- UTENSILS
- NAPKINS
- CUPS
- TABLECLOTHS/COVERS

## DECORATIONS

- BANNERS & SIGNAGE
- BALLOONS
- DIY DECOR ITEMS
- SPECIALTY THEME ITEMS

## FOOD / DRINK

- MAIN DISH
- SIDES (CHIPS ETC..)
- DESSERT (CUPCAKES/COOKIES)
- CONDIMENTS (KETCHUP/MUSTARD/BBQ)
- DRINKS
- SNACKS (POPCORN, CANDY)

## SERVINGWARE

- SERVING DISHES/CHAFERS
- FOIL PANS/TRAYS
- BEVERAGE DISPENSERS /COOLERS
- SERVING UTENSILS
- ALUMINUM FOIL

## MISCELLANEOUS

- TABLES & CHAIRS
- PARTY TENT/COVERS
- AV EQUIPMENT/PORTABLE SPEAKER
- SUNSCREEN
- TRASH/TRASH BAGS
- LIGHTING
- LIGHTER FLUID/LIGHTER
- CHARCOAL/PROPANE
- FOOD PPE (GLOVES, SANITIZER)
- ICE
- PLAYLIST
- CLEANING GEAR/SUPPLIES

# C3 Responsibilities



## *Here to Help You....*

**Primary function is to serve as UNITE POCs point of contact for planning, development and coordination of the Unite Program/Events**

**Provide POCs with training and act as the liaison for Unite POC to oversee program execution and adherence to budget**



**Distribution of funds to eligible squadrons/groups/units**

**Provide POCs with brainstorming and one-on-one sessions for the planning process**

**Coordinate all submissions from beginning to end with AFSVC**

**Execute all purchases in support of Unite events**



**Joni.van\_meir@us.af.mil, 505-846-2439**

# Funding & Allocations



## *Unite has 2 forms of funding allowed.*

**APF:** This is the funds that are used for the actual event. Funds are \$13.50 per person assigned per the manning doc.

Your C3 has the exact # of persons assigned and will give you those #s.

# of People assigned x \$13.50 per person = \$ total allowed

**NAF:** These funds are available only with a APF event side—there are no funds available for a food only event. Must be in conjunction with an approved APF event/program.

Your C3 has the exact # of persons assigned and will give you those #s.

# of People assigned x \$5.00 per person = \$ total allowed



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# RTE Programs verses UDP



## ***Ready to Execute Programs*** ***Unit Developed Programs***

**Ready to execute programs are available through our on base FSS facilities. They have put together both RTE events and food options (when available).**

**Unit Developed Programs<sup>\*</sup> are programs you develop on your own and usually off base. There are many options in the ABQ area.**

**Please look at the UNITE Booklet — this has many options for RTE and some great ideas for Unite Developed programs.**

**NOTE: Time crunch, use the RTE examples, these tend to go a bit quicker.**

**Also work with your C3—they can help with bookings, ideas and even some off base venues such as Top Golf, ABQ.**



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New for 2023



## ***New to the Unite Program for 2023***

- ***Family Friendly events are allowed***
- ***Kids activities can be included in the program/event***
- ***Artists, balloon, face painting—are also ok***
- ***Petting zoos now allowed***
- ***DJs are allowed <sup>\*</sup>as part of the event***
- ***Water parks, theme parks, firs, and themed events such as renaissance, Mardi Gras or pride are allowed***
- ***Movies — allowed, FSS Movie Theater plus others***
- ***Some Holiday activities: ugly sweater competitions, gingerbread house competitions, holiday card competitions all are allowed***
- ***Food Competitions allowed: such as chili cook off, BBQ competition, backing coopetition, Wing Challenge and Pie eating competitions***

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# The No Page

## Unite funds Cannot be used:

- *Holiday Parties*
- *Events with no unit- cohesion*
- *Alcohol or Gambling events (no Bingo)*
- *Change of commands*
- *Squadron Training/Meetings*
- *Promotions/Retirements\**
- *Rentals of porta johns, trash/cleaning services, lodging, transportation*
- *Equipment purchases*
- *Prizes, give aways, awards, promotional items*
- *Damages or Late fees, taxes or tips*
- *PPE items such as gloves, sanitizer, cleaning supplies*
- *Non-inclusive events*
- *Mandated group or wing-wide events*

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Don't worry...  
templates are available

## Process

POC Letter—CC signed to C3

Event Organization—reservations made

Event Proposal completed—C3 approved-CC signed

AFSVS approvals—your C3 will do these parts

HAVE FUN

Take a minimum of 3 <sup>\*</sup> pictures to be sent to C3—pictures will be used for booklets, on FB, sent to AFSVS, etc.

Fill out the After Action Report (AAR)

Send AAR and Pictures to C3

Remember: Work with your C3 — Here to help you and make the process as easy as possible

Remember: Keep your information for your awards packages, etc. as being a POC is so important to your SQ...Thank you for stepping up and providing your group/squadron/unit with a great way to have Fun with a awesome purpose

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# Last but not least...AAR



## UNITE AFTER ACTION REPORT

REQUESTING UNIT:

UNITE POC:

POC EMAIL & PHONE:

DATE OF EVENT:

EVENT LOCATION:

START TIME & END TIME:

ACTUAL # OF PARTICIPANTS:

ACTUAL FEES PAID BY PARTICIPANTS:

TOTAL APF & NAF FUNDS: APF/EVENT \$      NAF /FOOD \$

HOW WELL DID YOUR PLANNING PROCESS GO? HOW COULD IT BE IMPROVED?

HOW WAS THE OVERALL EXECUTION OF YOUR PLANNED ACTIVITIES? HOW COULD THIS BE IMPROVED?

WOULD YOU HOST EVENT UNDER UNITE PROGRAM AGAIN & WHY/WHY NOT?

WHAT FEEDBACK ON YOUR SELECTED VENDORS CAN YOU PROVIDE?

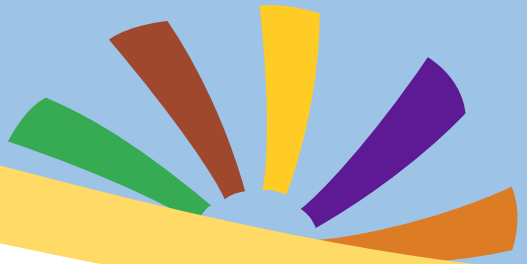
DID YOU RECEIVE ADDITIONAL FUNDING FOR THIS EVENT SUCH AS BOOSTER CLUB/DONATIONS/SPONSORS?

COULD YOUR UNIT HAVE HOSTED THE EVENT WITHOUT UNITE FUNDING?

UNITE POC SIGNATURE:

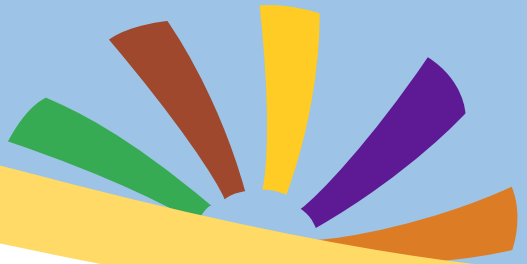
Send with pictures to: [Joni.van\\_meir@us.af.mil](mailto:Joni.van_meir@us.af.mil)

# NOTES



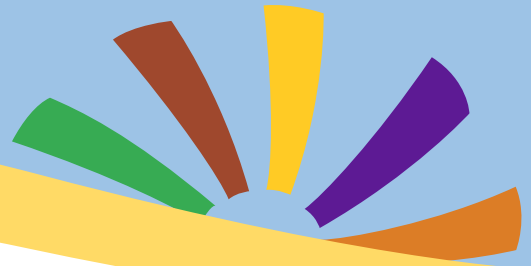
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# NOTES



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Thank you!



KIRTLAND AIR FORCE BASE

**FORCE**

SUPPORT SQUADRON



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<https://kirtlandforcesupport.com/unite-program/>