



# UNITE EVENT PROPOSAL

## Revitalizing Squadrons

“...the beating heart of the AF”

UNITE Program provides Commanders with funding to initiate programs that will benefit all Airmen in their unit. This includes assigned Active Duty, Reserve, and APF/NAF Civilians.

Please fill out this form. Event proposals are seen/submitted to AF Level leadership for final approvals. It is recommended that you forward request to the UNITE Program Coordinator (C3) before you final submission to your CC signature.

Use provided template for your POC Letter. Must have POC letter and this request signed by your CC and expected participant list for event to be submitted & approved by AF.

Expected Participant list must be provided in separate document or email, name list only, no PII.

After action report/form (AAR) will be provided – please submit AAR and 2-3 event pictures to C3 first work day after your event.

Your UNITE Community Cohesion Coordinator(C3):

Tracy Gilreath  
377FSS.FSW.KirtlandUNITE@us.af.mil  
505-846-2439 Office

Located:  
1551 1st St. SE, KAFB, NM 87117  
Bldg 20350, UNITE Office

Squadron/Flight:

Event POC:

POC Email:

POC Phone:

Expected # of Participants:

Event Date:

Time:

Projected fees to be paid by Participants:

### Detailed Event Description (THIS IS NOT A CHRISTMAS PARTY):

377 XXX/XX UNITE Event, 1 Apr 23. Team building, unification and getting to know each other. Team building activity at the Golf Course with foot golf, table games such as board games and giant jenga, corn-hole comp area, and eating and conversation area on an open patio area. Event will include team building and eating lunch together as a team.

### Event APF/Activity Funding Breakdown (\$15.00 pp) – activities/expenses detail break down required (This is not a Christmas Party):

377 XXX/XX Unite Event, 1 Apr 23. KAFB Golf Course will provide team building activities to include foot golf and corn-hole competition as well as table top team games to include giant jenga, and checkers. Cost includes tables, chairs and patio area as well as field play on the course and green space area for competitions. Cost is \$15.00 for 30 people, total request \$\$450.00

### Food/NAF Funding Breakdown (\$5.00 pp) – food only no paper products or other/detail break down required (NO Alcohol will be purchased with Unite funds) :

377 XXX/XX Unite Event, 1 Apr 23. KAFB Golf Course will provide a UNITE food package that includes a hot-dog, chips and a fountain drink per person for \$5 each for 30 people, total request \$150.00

Commander Signature: