

How to host your Unite Event in five easy steps!

1. Complete the POC Appointment Letter

Squadron Commanders will complete the Unite POC appointment letter and return to the C3.

The POC Appointment Letter is available upon request. Contact Beth Clements.

45 DAYS PRIOR TO EVENT

2. Event Proposal

Squadron POC submits Event Planning Worksheet to C3 for review to discuss the event objectives.

35 DAYS PRIOR TO EVENT

3. Submit Request Form

Squadron POC submits Event Request form signed by squadron commander to the C3.

Note: The Squadron commander's signature acknowledges that he/she is aware of the event and how the allocations are being spent.

4. Purchases

Once event is approved from AFSVC the C3 will coordinate with squadron POC to schedule purchases and pay for event expenses.

5 DAYS AFTER EVENT COMPLETION

5. Have Fun at Your Event

Squadron POC will provide an overview of the success of the event and/or lessons learned.

FAQs

Does Unite funding include AiTs?

No, funding is only for Active Duty, Permanent Party, Reserve, Civilians (APF & NAF)

Can a unit use both APF and NAF funds together for an event?

Yes! APF dollars are used for the program and NAF dollars are used for the purchase of food and beverage.

Can Unite just cover food?

No. The NAF dollars must be used in conjunction with the APF dollars.

Can families be included?

Yes, however funding does not cover families.

Can we use the money to pay for retirements or change of commands?

No. This money is only to be used to build unit cohesion and squadron morale. Not authorized for ceremonies or other official functions. Contact Resource Management about SM&W funds.

Who all can use the Unite Funds?

Active Duty, Civilians (APF & NAF), and Reserve Units.

Does Funding change as squadron numbers increase/decrease?

No. Funding is set from the squadron's end strength from the previous fiscal year.

How do I find out how much money a squadron has?

Squadron POC and/or CC can contact the C3 for available funds.

Is this UEFs?

No. Please contact Resource Management at 82fss.fsrbl@us.af.mil

- 2021 -



Revitalizing Squadrons

...the beating heart of the Air Force

The UNITE Program was developed to provide squadron leaders with the maximum flexibility to deliver programs that build cohesion for personnel within their unit. This includes Permanent Party assigned Active Duty, Reserve, and both APF and NAF Civilians.

Beth Clements

Community Cohesion Coordinator (C3)
Sheppard AFB, TX
Phone: (940) 676-2986
elizabeth.clements.1@us.af.mil

Types of Events

Ready to Execute (RTE)

Programs provided by 82 FSS facilities.

Unit Developed Program (UPD)

Squadron leaders are given the discretion to create UDPs that capitalize on opportunities available in the local area.

Free/Volunteer

Volunteer work provides a no cost team building activity for units. Working outside of the work center to make a difference in our local community.

These events will still require coordination from the C3.



Paying for Unite

The C3 will make Unite payments on your behalf.

Funding Allocations Per Person

\$13.50 (APF)

Participation Costs

Activity, supplies, equipment rentals, decorations, etc.

Funds CANNOT be used for prizes

\$5.00 (NAF)

Food Allowance

Food and non alcoholic beverage.

Must be used in conjunction with APF

Unite funds CANNOT be used for holiday parties.

Units are responsible for expenses that exceed the allotted Unite amount.

Unite funds run from January -December.

Family members are welcome to participate, but must pay any associated fees.

Ready to Execute Program Options

Provided by 82 FSS to fit your budget:

Bowling - max 192

South lanes \$3.75 per person

Includes: 1 game and shoe rental (\$2.25 for each additional game)

Skeet Range - min of 10 - max of 25

1 round of Skeet - \$13.50

Includes: gun, ammo, and targets

Pool Party - (Jun-Jul) max 280

\$180 for 2 hours.

Sat 10am noon

or Fri & Sat 8pm 10pm

Bunkerhill Only

Glass Fusing - max 12

\$13.50 per person

Mon Fri 1000 1500 (2 hour slot)

Wood Coaster - max 12

\$13.50 per person

Mon Fri 1000 1500 (2 hour slot)

Knockerballs - 12 each

\$150.00

(on base and indoor use only)

Squadron must pick up & drop off with ODR

Squadron is responsible for reserving gymnasium at fitness center



Pavilion Picnic Kit

Based off a group of 45

Pavilions available:

Wind Creek, Chapel or Hospital

\$183.00 day rental includes:

- 1 - Propane Grill
- 10 - (6 or 8 Tables)
- 48 - Folding Chairs
- 2 - Coolers
- 2 - Horseshoe Sets
- 1 - Volleyball
- 2 - Corn Hole Boards

Optional ODR Water Play Rentals:

- 18 Big Slide Inflatable - \$125 (1 lane)
- 32 Blue Ice Slide Inflatable - \$125 (2 lanes)
- Slip n Slide Inflatable - \$125



Picnic DIY Packages

FSS Options

Bowling Center

***** ALL MEATS ARE UNCOOKED *****

Squadron is responsible for cooking

\$131.00

45 hamburgers + fixings & chips

\$134.00

45 cheeseburgers + fixings & chips

** Fixings include: lettuce, tomato, onion, pickles, mayo, mustard, & ketchup*

\$63.00

40 hotdogs + fixings & chips

\$74.00

40 chili dogs + fixings & chips

** Fixings include: onion, mustard, ketchup, & relish*

AND

Alternative Options

***** NOT LIMITED *****

Commissary

Sam's Club

Walmart

Purchase non-alcoholic drinks and supplies from preferred location

Potluck options assist with reducing expenses

Prices from vendor subject to change