

UNITE

Because you want to...

- Develop a New Skill
- Improve Physical Fitness
- Increase Camaraderie
- Promote Interaction
- Foster Fun and Relaxation
- Reinforce Team Values
- Work on Team-Building Skills



TYPES OF EVENTS

1. Ready to Execute (RTE)

RTE programs are pre-approved and easy to Implement. FSS related events keep funds on the installation and should be considered first.

2. Unit Developed Program (UDP)

Squadron leaders are given the discretion to create UDP's that capitalize on opportunities available in the local area. UDP's require prior approval through the Air Force Services Activity (AFSVA) and may take up to 30 days.

3. Free/Volunteer

Charitable work provides a cost effective team building activity that allows co-workers to see each other in a new light and can make a real difference in your community. Free events do not need prior approval, but we still need to capture the event information.

*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 assigned Air Force Active Duty, Reserves, and local APF and NAF Civilians.*



"Recreation with Purpose"

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HOST YOUR FIRST UNITE EVENT IN **5** EASY STEPS

1 Complete the POC Appointment Letter
Squadron Commanders will appoint a squadron UNITE POC, in writing to your installation C3 lead coordinator. The POC appointment letter is available at the UNITE Icon—6 FSS website. Once complete, email the form to bethzaida.cooper.1@us.af.mil.

2 Event Proposal
The C3 will assist/advise squadron UNITE POC's to develop programs for their squadrons but will not be responsible for the direct execution of the event. Meet with your C3 lead to discuss your objectives, event ideas, and to complete the "Event Proposal Form". AFSVA event approval may take up to 30 days. The form is available at the UNITE Icon—6 FSS website.

3 Collect Participant Names
Participant names are required to track funding and attendance. Names will also be used by the RAND Corporation to evaluate the program's success through a 90 second survey that will be emailed to participants after the event.

4 HAVE FUN AT YOUR EVENT!

5 Submit After Action Information
Your installation C3 lead typically won't attend your Unite events so we are relying on you to provide detailed after action information to improve the program.



Funded Units

Funding covers ALL Air Force active duty military, reserves, APF/NAF civilians assigned to MacDill AFB.



Funding

The installation C3 lead coordinator can confirm your squadron allocations.

\$5 NAF Food Allowance: One meal/one non-alcoholic beverage. Meal allowance must be used in conjunction with a Unite event.

\$13.50 APF Activity Expense: Offset Airmen participation cost. Unite APF funds can be used for: equipment rental, program supplies and expenses.

UNITE funds CANNOT be used to augment holiday parties on or off the installation. Units are responsible for expenses that exceed the allotted amount. Unite funds CANNOT be combined with Unit Enhancement Funds or SME&W funds. Private Org funds may be used.

Paying for UNITE

Your installation C3 will make UNITE payments on your behalf via a non-appropriated purchase card or FSS internal transfer. You must ensure budget limits are maintained at all times. If the actual number is greater than what was planned you'll be invoiced for the balance. Final attendance count is due at least 72 hours prior to your ON-BASE event and will be used to invoice meals planned at FSS facilities. Off-base attendance or DeCA bulk purchase requirements may differ.

