



# UNITE EVENT PROPOSAL

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

CY26

Form 2

REQUESTING UNIT:

UNIT POC:  PHONE:

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/BREAKDOWN:

Please put in a detailed explanation of your event. Make sure you include what your cohesion activity will be and what you intend to get from this activity. Include a breakdown of the activity costs. Include the total cost of your event activities/rentals.  
  
\*Units are allocated \$13.50 per person after request approval. CY26 authorizes up to \$15.00 per person to be used during a single event.

TOTAL ACTIVITY REQUESTED:  \*COST PER PERSON:

### FOOD DESCRIPTION/BREAKDOWN:

This is what you intend on eating and where you intend on purchasing your food. Include a breakdown of the food costs. Include the total cost of your event food.  
  
\*Units are allocated \$6.00 per person after request approval.

TOTAL FOOD REQUESTED:  \*COST PER PERSON:

\*MAX COST PER PERSON: Activity = \$15.00/person. Food = \$6.00/person. Anything over is considered an out-of-pocket expense.

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. **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 assigned to Wright-Patterson AFB. Air National Guard units are now authorized for Unite funding upon request.

Submit this form to [88FSS.Unite.WPAFB@us.af.mil](mailto:88FSS.Unite.WPAFB@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 889 Form on file.