

88th Air Base Wing

Integrity - Service - Excellence



Unite Program Quick Guide



U.S. AIR FORCE

WHAT IS UNITE?

The intent of the Unite Program is to provide squadron commanders with the flexibility to develop and deliver programs/events to build unit-cohesion within their unit; this includes assigned Air Force and Space Force Active Duty, Reserve, Guard, and APF/NAF DoD civilians. Squadrons can choose from a variety of events and programs on and off base.





U.S. AIR FORCE

FUNDING ALLOCATIONS

ACTIVITY FUNDING

- \$13.50/person each CY
- Units may use up to \$15.00/person for a single event pending available funds
- Activity expenses such as activity fees, equipment rentals, program/event supplies, room rentals, and DJ services

FOOD FUNDING

- \$6.00/person each CY
- Food and beverage expenses
- Must be used in conjunction with an approved Unite event





U.S. AIR FORCE

FUNDING GUIDELINES

FUNDING GUIDELINES

- Unite is NOT a food & beverage program. Events must be recreational and activity based to utilize funding.
- Event submission deadline: 30 November 2026.
- Event execution cut off: 23 December 2026.

ALLOCATED BY CALENDAR YEAR

- Funding is allocated at \$13.50/person for activity funds and \$6.00/person for food funds per Calendar Year (CY). Each unit's funds are based on number of personnel on UMD at the beginning of the year.
- Funding can be split between multiple events within the CY.
- Units may use up to \$15.00/person of activity funds for a single event during CY26.
- Commanders should make every effort to ensure all authorized members of a unit have an opportunity to participate in Unite Events.



U.S. AIR FORCE

FUNDING GUIDELINES

PAYMENTS – ON BASE

- Events must be approved by AFSVC prior to the event and any payments made by Unite.
- All payments towards the Unite approved events must be paid for by the Community Cohesion Coordinator (C3) via TBCC (Transfer of funds to FSS Facilities). C3 will complete paperwork after each event.
- Units must contact selected FSS facilities to reserve or book their activity and notify them they have initiated the Unite funding process. Confirm participant numbers at least 24 hours prior to reservation.
- C3s will email unit POC and FSS facility with approval form once approved through AFSVC. Unit must bring approval form when booking Outdoor Recreation rentals.



U.S. AIR FORCE

FUNDING GUIDELINES

PAYMENTS – OFF BASE

- Events must be approved by AFSVC prior to the event and any payments made by Unite.
- All payments towards the Unite approved events must be paid for by the C3 via NAF PCard (Government Credit Card).
- Unite cannot cover gratuity or alcohol.
- Units are responsible for any expenses over the approved Unite funding levels. Units should pay remaining balance directly to vendor.
- Units will not be reimbursed if items are paid via personal credit cards, checks, or cash.
- All payments must be tax exempt. C3 can provide tax exempt letter to outside vendors.
- Every vendor must have a valid Form 889 Representation Form on file prior to Unite payment. POCs will work to complete this prior to payments made by C3. Ask the C3 for current listing of valid 889s prior to seeking new 889 form.



U.S. AIR FORCE

ELIGIBILITY

WHO'S ELIGIBLE FOR UNITE FUNDS?

- Air Force and Space Force: Active Duty, Reserve, DoD civilians (APF/NAF) assigned to Wright-Patterson AFB.
- Air National Guard assigned to Springfield-Beckley AGB and Rickenbacker AGB.
- Spouses and Dependents of eligible personnel with Commander pre-approval. Written authorization must be submitted with Event Proposal form. Ask your C3 for more information.

INELIGIBLE PATRONS FOR UNITE FUNDS

- Contractors
- DoD civilians outside of Air Force and Space Force (AAFES, DLA, GAO, DECA, etc.)
- Other branches of the military including tenant units at Wright-Patterson AFB
- Guests of authorized patrons

Unauthorized patrons may attend Unite events but must pay any associated costs and fees.



UNAUTHORIZED USES OF UNITE

U.S. AIR FORCE

UNAUTHORIZED USES OF UNITE FUNDS

- **December holiday parties** or end of year events (Strict adherence will be enforced).
- Balls, banquets, dining/out, combat dining in/out, squadron training/meetings, change of commands, eating events, promotions/retirements/graduations, or base-wide special events
- Alcoholic beverages.
- Unite funds cannot be used to purchase equipment, including electronics.
- Unauthorized rentals include but are not limited to portable toilets, trash services, cleaning fees, cleaning supplies or cleaning companies, and lodging.
- Volunteer events supplies, such as protective gloves, tools, paint, or supplies.
- Cleaning supplies, including hand sanitizer, etc. Latex food service gloves and trash bags are authorized.
- Cost of damages, late fees, or insurance.



UNAUTHORIZED USES OF UNITE

U.S. AIR FORCE

UNAUTHORIZED USES OF UNITE FUNDS CONT'D

- Prizes, gift cards (to include digital), giveaways, or promotional items.(Examples include trophies, medals, plaques, banners, marketing/advertisements, apparel, cups, personalization of objects, murals, shirts, hats, jerseys, etc.)
- Equipment/supplies to donate to charities (Example: Build-A-Bed and Build-A-Bike).
- Gambling or to purchase gambling products, including traditional bingo games, where funds are accumulated and paid to a winner.
- Decorations for Unite events should not exceed more than 10% of the event's total cost. (Example: squadron teambuilding event cost \$1000, then the cost of decorations should not exceed \$100).
- Room rentals may not exceed \$500.00.
- DJ services may not exceed \$500.00.
- Members may not profit from vendor services provided during their squadron's Unite event(s).



HOST YOUR EVENT IN 5 EASY STEPS

U.S. AIR FORCE

COMPLETE THE POC APPOINTMENT LETTER:

- Squadron Commanders will appoint a squadron Unite POC, in writing, to the C3.

SUBMIT EVENT PROPOSAL:

- Complete the Event Proposal Form at least 10 days prior to the event and email to C3. All events must be recreational and activity based to utilize Unite funds. C3 will submit the request to AFSVC for approval.

EVENT PREP:

- Once event is approved, confirm the date and time with the venue and coordinate the payments with your C3.

HAVE FUN AT YOUR EVENT!

SUBMIT AFTER ACTION REPORT (AAR) & PHOTOS:


- Complete the AAR form and submit at least 5 photos to C3 within 2 business days.



HOST YOUR EVENT IN 5 STEPS

U.S. AIR FORCE

Step 1: Complete the POC Appointment Form using provided template

 **UNITE POC APPOINTMENT FORM** **CY24**
Form 1
REVITALIZING SQUADRONS ...the beating heart of the Air Force.

REQUESTING UNIT:

1. The following personnel are appointed Unite Program Unit POCs for:

PRIMARY UNIT POC

NAME: RANK:

EMAIL: DUTY PHONE:

ALTERNATE UNIT POC

NAME: RANK:

EMAIL: DUTY PHONE:

See page 2 for any additional Unit POCs named.

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

- Contact the installation Community Cohesion Coordinator (C3) to discuss the proposed squadron event and authorized expenses to ensure program compliance. Complete a Unite Event Proposal form provided by the installation C3 and email complete form to 88FSS.Unite.WPAFB@us.af.mil.
- POC(s) will obtain Commander's acknowledgment/signature on the Unite Event Proposal form and forward to C3. C3 will submit to Air Force Services Center (AFSVC) for approval. All requests must be approved prior to event.
- Confirm event date, time, and location and provide final attendee count NLT 72 hours prior for on base events. Off-base events may vary by vendor.
- Ensure budget limits are always maintained. Unite Activity budget = \$13.50/person per CY. Unite Food budget = \$5.00/person per CY. Units must not exceed total annual budget based on UMD personnel numbers times \$18.50/person. *CY24 authorizes up to \$15.00/person in Activity funds to be used in a single event.
- All payments towards Unite approved items and/or activities must be paid for by the Unite C3 via NAF PCard or TBCC (FSS Activities). All Unite payments must be tax exempt, must not include gratuity, and have valid 889 Form on file for vendor. Requesting units will not be reimbursed for payments made via personal credit cards, checks, or cash.
- Submit After Action Report with minimum 5 photos to C3 within 2 business days after the event.

3. C3s for Wright-Patterson AFB are Kaley Bartosik, 88FSS.Unite.WPAFB@us.af.mil, DSN 713-2777 and Liezel Armijo, 88FSS.Unite.WPAFB@us.af.mil, DSN 787-6068.

REQUESTING UNIT COMMANDER
OR DESIGNEE SIGNATURE:

Appointment Forms require a Commander's or Designee signature prior to Event Proposal submission. Valid for current CY.

Submit this form to 88FSS.Unite.WPAFB@us.af.mil. Units must submit an Appointment Form prior to submitting Event Proposal.


- Commanders appoint Unit POCs at squadron level or equivalent or at lower levels. Unit POCs will be the primary person communicating with C3 for planning and execution of Unite events.
- Form is submitted to C3 via email at 88FSS.Unite.WPAFB@us.af.mil
- Units must submit an Appointment form prior to submitting Event Proposal forms.
- Form is valid for current CY.



HOST YOUR EVENT IN 5 STEPS

U.S. AIR FORCE

Step 2: Submit Event Proposal



UNITE EVENT PROPOSAL

ACTIVATING SQUADRONS ...the beating heart of the Air Force.

CY24
Form 2

REQUESTING UNIT:

UNIT POC: 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:
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.

ACTIVITY COST:
Include the total cost of your event activities/rentals.
UNITE will pay up to \$13.50 per person after request approval.

FOOD DESCRIPTION:
This is what you intend on eating and where you intend on purchasing your food. Include a breakdown of the food costs.

FOOD COST:
Include the total cost of your event food.
UNITE will pay up to \$5 per person after request approval.

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. Remember to complete the after action report and submit 5 photos within 2 business days after 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, & APE/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 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.

- Provide basic contact and event information.
- Activity Description/Breakdown Example: Team building event at Young's Jersey Dairy. Unlimited wristbands includes miniature golf, batting cages, driving range, corn hole, and visiting the animals in the barn. Unlimited wristbands cost \$17.00. \$13.50/person covered by Unite. $\$13.50 \times 148 = \1998.00 covered by Unite. The remaining \$3.50/person will be covered by the unit.
- Food Description/Breakdown Example: BBQ cookout - hotdogs, burgers, veggie burgers, buns, condiments, sodas, waters, cookies. $\$6.00 \times 127 = \762.00
- Must be signed by your unit commander/designee.
- Form is submitted to C3 via email at 88FSS.Unite.WPAFB@us.af.mil at least 10 days prior to event.



HOST YOUR EVENT IN 5 STEPS

U.S. AIR FORCE

Step 3: Event Prep and Payments by C3

- POC is responsible for prices, quantity, and description of purchases for squadron events.
- C3 and POC will coordinate all payments ensuring they are tax exempt. Unite cannot cover gratuity or alcohol. All off base vendors must have a valid 889 form on file with C3 prior to payment. POCs will work to complete this prior to payments made by C3. Ask the C3 for current listing of valid 889s prior to seeking new 889 form.
- This phase varies on steps depending on activity selected. Picnics require coordination for grocery shopping, equipment rentals, shelter reservations, etc. Off-base options have their own unique features when planning.
- C3 will help guide and answer any questions the POC may have to simplify and streamline this step.



HOST YOUR EVENT IN 5 STEPS

U.S. AIR FORCE

Step 4: Have Fun at Your Event!



Integrity - Service - Excellence



HOST YOUR EVENT IN 5 STEPS

U.S. AIR FORCE

Step 5: Submit After Action Report & Photos

- POC will complete the AAR following the event and submit to C3 to complete the Unite funding process.
- Submit at least 5 photos from the event to C3 within 2 business days.

UNITE AFTER ACTION REPORT **CY24**
Form 3

REQUESTING UNIT: _____
 UNIT POC: _____ EMAIL: _____
 DATE OF EVENT: _____ EVENT LOCATION: _____
 ACTUAL START TIME: _____ ACTUAL END TIME: _____
 DID YOUR COMMANDER APPROVE FUNDING FOR SPOUSES & DEPENDENTS? YES NO
 ACTUAL # OF UNIT MEMBERS: _____ # OF SPOUSES/DEPENDENTS: _____ TOTAL: _____
 ACTUAL FEES PAID BY PARTICIPANTS (OUT-OF-POCKET COSTS PER PERSON): _____

Strongly Agree Agree Neutral Disagree Strongly Disagree

THE EVENT WAS SUCCESSFUL.
 WE WILL PARTICIPATE IN THIS TYPE OF EVENT AGAIN.
 THE EVENT WAS EASY TO IMPLEMENT.
 PARTICIPANTS FOUND THE EVENT ENJOYABLE.

HOW WELL DID YOUR PLANNING PROCESS & OVERALL EVENT EXECUTION GO? HOW COULD IT BE IMPROVED?

WHAT FEEDBACK CAN YOU PROVIDE ON YOUR SELECTED VENDORS/ACTIVITIES?

WHAT FEEDBACK CAN YOU PROVIDE FROM YOUR PARTICIPANTS?

WAS ADDITIONAL FUNDING ASSISTANCE (BOOST) NEEDED?

AIR FORCE **UNITE** UNIT POC SIGNATURE: _____
 C3 OFFICIAL USE ONLY
 C3 SIGNATURE: _____
 APF REQUEST ID: _____
 APF (ACTIVITY FUNDS) REQUESTED: _____
 APF (ACTIVITY FUNDS) USED: _____
 Submit this form to 88FSS.Unite.WPAFB@us.af.mil.



U.S. AIR FORCE

REQUEST FORMS

- Informational Trifold
- POC Appointment Form
- Event Proposal Form
- After Action Report Form
- Spouse/Dependent Authorization Form (Optional)
- Fund Transfer Form (Optional)

Contact your C3 or visit WrightPattFSS.com to find all the forms and information.



U.S. AIR FORCE

Optional Forms

SPOUSE/DEPENDENT AUTHORIZATION FORM (Optional)

- Squadron Commanders can authorize spouses and dependents to be included in Unite events. The unit dollar allocation will continue to be based on unit official manpower totals and will not increase with the inclusion of dependents.
- A Unite event cannot be held for dependents only.
- Spouse/Dependent Authorization Form must be submitted with event proposal.

FUND TRANSFER FORM (Optional)

- Unit may request funding transfer for events involving more than one unit or to cover an event when unit's allocated funds are depleted.
- Wing or Group events may be held with written agreement from each participating Unit Commander for the use of their funding.
- Transferring unit does not have to approve request. Transfer is on a voluntary basis only.



U.S. AIR FORCE

UNITE PROGRAM OPTIONS

- Bowling Center: 2 hours bowling with shoes and pizza buffet
- Golf Courses: 9-hole or 18-hole round of golf
- Rod & Gun Club: trap/skeet shooting
- Outdoor Rec: picnic packages & rental equipment
- Outdoor Rec: indoor axe throwing
- ITT Office: variety of tickets to local attractions
- Consolidated Hobby Center: craft kits
- Club: room rentals
- NMUSAF: tours, scavenger hunts, simulator rides, & movies
- See Unite Program Event Ideas PDF for additional details and off-base options



U.S. AIR FORCE

UNITE TEAMS PAGE

WRIGHT-PATT AFB UNITE TEAMS PAGE

- Find all forms and reference materials on the page.
- Unite C3s will provide monthly updates on unit funding levels.
- Stay up to date on Unite information and updates.
- Contact the Wright-Patt Unite C3 at 88FSS.Unite.WPAFB@us.af.mil to be added to the page. Government network required to access.



U.S. AIR FORCE

C3 CONTACT INFORMATION

AIR FORCE

Wright-Patterson AFB

Unite Contact Information

Kaley Bartosik

Community Cohesion Coordinator (C3)

88FSS.Unite.WPAFB@us.af.mil

**as of 23 February 2026*

UNITE PROGRAM

Integrity - Service - Excellence