



# UNITE PROGRAM



## 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 assigned Active Duty, Reserve, and DAF Civilians.

### READY TO EXECUTE (RTE) PROGRAMS:

Provided by the 366 FSS to fit your budget!



#### Strike Marina (ODR)

Enjoy your day on the lake with boats, stand up paddle boards, and kayak rentals!

[Pricing is à la carte.](#)

[mountainhomefss.com/cj-strike-marina/](http://mountainhomefss.com/cj-strike-marina/)



#### Golf, Fling Golf, & Simulator

9 holes with skate caddie/cart or 18 holes walking | Simulator: 1 hour rental

[\\$15.00 per person per activity](#)

[Food options are available.](#)



#### Trap & Skeet (ODR)

Tackle a round of trap, skeet, or 5-stand shooting; all equipment, ammunition, and instruction provided. (25 shots at 25 targets)

[See range for current pricing.](#)



#### Bowling & Mini Golf

Enjoy our 16-lane bowling center with \$18.00 per hour lane rental **OR** Try out our very own 18-hole mini golf course. [\\$4.00 per person](#)



#### Axe Throwing (ODR)

2 hours of unleashing your inner lumberjack!

Come to our field or we can bring the targets to you! (Destination fees apply.)

[\\$100 per hour - 2 hour minimum](#)



#### Archery Tag (ODR)

Foam-tipped arrows with dodgeball style game play, 6 vs 6 action outdoor or indoor game play. A great team builder!

[\\$100 per hour - 2 hour minimum](#)

### WHY UNITE?



#### Program Goals

- Support SQ Leaders
- Maximize use of FSS Facilities
- Measure Impact
- Provide maximum flexibility to SQ commanders



#### Because you want to...

- Develop a new skill or competency
- Improve physical fitness
- Increase esprit de corps, comradery, or morale
- Promote interaction between unit members
- Provide an opportunity for fun or relaxation
- Reinforce peer, squadron, or AF corps value
- Work on team-building exercise



#### Eligibility

- UNITE programs benefit all Airmen in a unit including assigned Active Duty, Reserve, and APF/NAF Civilians. Dependents and spouses are eligible upon unit commander discretion.
- Events must contain a recreational/cohesive activity to qualify.



### FOOD OPTIONS



Food options available based on group size

To-go pizza (based off group size) | \$5/person  
Pizza & fountain drink (based off group size) | \$5/person

## HOST YOUR UNITE EVENT IN 5 EASY STEPS

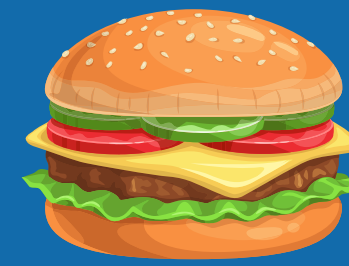
- 1 Complete the POC Appointment Letter**  
Squadron Commanders will appoint a squadron UNITE POC, in writing, to the FSS UNITE lead coordinator.  
*The POC Appointment Letter form is available at [mountainhomefss.com/unite-program/](https://mountainhomefss.com/unite-program/). Once complete, email the form to [366fss.unite.mhafb@us.af.mil](mailto:366fss.unite.mhafb@us.af.mil).*
- 2 Event Proposal**  
Meet with your installation C3 to discuss your objectives, event ideas, and to complete the "Event Proposal Form".  
*AFSVA event approval may take up to 10 days. The form is available at [mountainhomefss.com/unite-program/](https://mountainhomefss.com/unite-program/).*
- 3 Event Prep**  
Finalize coordination with venue, make payments, purchase food items and supplies.
- 4 Have Fun at Your Event!**
- 5 Submit After Action Info (within 4 business days)**  
The installation C3 won't be attending your UNITE events, so we are relying on you to provide detailed after action information to improve the program. Don't forget to document with pictures!

## PAYING FOR UNITE

Your installation C3 will make UNITE payments on your behalf via a purchasing card, though you must ensure budget items are maintained at all times.

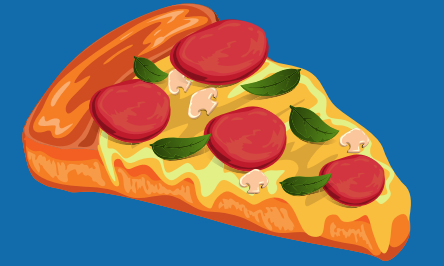
*Final attendance count is due at least 72 hours prior to your ON-BASE event and will be used to invoice meals planned at FSS facilities. If the actual number is greater than planned, you'll be invoiced for the greater number. Off-base attendance requirements may differ.*

### Allocations per Person



#### NAF Dollars

\$5/PERSON  
FOOD ALLOWANCE



ONE MEAL AND ONE NON-ALCOHOLIC BEVERAGE

"MEAL MUST BE USED IN CONJUNCTION WITH A UNITE EVENT."



#### APF (MOA) Dollars

\$13.50/person  
Participation Cost



Equipment rentals, program supplies, decorations, etc.

*\*Funds CANNOT be used for prizes.\*  
Authorized spend rate \$15 per person*

## Intent

- ✓ AFSVC will not provide reimbursement to events that have not been approved. If a squadron executes an event without approval, all expenses will be the responsibility of the squadron.
- ✓ UNITE events must be inclusive to all Airmen and Guardians in a squadron and cannot be divided based on rank, paygrade, age, race, gender, or religion.
- ✓ The UNITE program was created specifically for squadrons and sub-sets of squadrons. The program is not intended as a group or wing program. NOTE: APF dollars are intended to fund the actual team-building event (only).

## Don'ts

- ✗ UNITE funds are not to be used for the following: December holiday parties, end of year events, balls, banquets, dining/out, combat dining in/out, squadron training/meetings, change of commands, eating events, promotions, and retirements.
- ✗ UNITE funds cannot be used to purchase equipment. However, funds are authorized to rent recreational equipment in support of a unit cohesive event. Unauthorized rentals include but are not limited to portable toilets, trash services, cleaning fees, cleaning supplies or cleaning companies, and lodging.
- ✗ UNITE funds are not authorized to purchase items for volunteer events, such as gloves, tools, paint, or supplies.
- ✗ UNITE funds cannot be used to cover the cost of damages, late fees, or insurance.
- ✗ UNITE funds are not to be used with other appropriated or non-appropriated funding. If the cost of the event is above the allotted UNITE funding, units may only utilize supplemental funds from nonfederal entities (NFE): booster club or personally funded.
- ✗ 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 \$50.
- ✗ 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 SM&W Funds. Private Org funds may be used. Un-utilized UNITE funds will be returned to AFSVA mid-December 2024.
- ✗ Unite events cannot be held for spouses and dependents only.