

# UNITE EVENT REQUEST



**REQUESTING UNIT:**

**UNITE POC:**

**EMAIL:**

## **EVENT INFORMATION**

**DATE OF EVENT:**

**EVENT LOCATION:**

**PROJECTED START TIME:**

**END TIME:**

**PLANNED NUMBER OF MIL/CIV PARTICIPANTS:**

**PLANNED NUMBER OF SPOUSES/DEPENDANTS:**

**DETAILED EVENT DESCRIPTION:** **EXPLAIN THE COHESIVE ACTIVITIES BEING PLANNED**

**APF (ACTIVITY) FUNDING (\$13.50/PP, \$15.00/PP MAX):**

**YOU MUST BREAK DOWN EVERY EXPENSE - DO NOT LUMP ACTIVITIES/EXPENSES TOGETHER**

**NAF (FOOD/BEVERAGE) FUNDING BREAKDOWN (\$6.00/PP):**

**PLEASE PROVIDE \$\$ AMOUNT REQUESTING & WHERE ITEMS WILL BE PURCHASED**

Ex. Requesting \$250 to purchase food items from the Commissary for our squadron sports day. No alcohol will be purchased with Unite funds.



**FOOD PURCHASE DATE *(if applicable)***

**COMMANDER SIGNATURE:**

**ALL ACTIVITIES REQUIRE A COMMANDER'S SIGNATURE & APPROVAL FROM THE AIR FORCE SERVICES CENTER**