UNITE PROGRAM EVENT WORKSHEET

Hello, and thank you for reaching out to use the Unite Program for your next event. Please fill out the questions below to begin your funding request. Helpful Knowledge regarding the Unite Funds:

Funding: The funding requested must be used and managed by the C3 directly, meaning that a government purchasing card held by the C3 is the **ONLY** method for spending the Unite funds. The funding is not a reimbursable source, nor can it be issued ahead of time or on a gift card. Please ensure the POC of the event works with the C3 to ensure proper payments are made in a timely fashion.

Initial: _____

Event Requirements: The funding can only be used for morale events, which means that it cannot be used to off-set training, a Commander's Call, or other events involving only food. The purpose of the program is to provide an opportunity for the units to get out of the office, shop, or workstation and enjoy themselves. Events such as an in-house corn-hole tournament, bowling outing, sports day, and/or a squadron picnic with activities are perfect examples of Unite approved events. Initial:_____

After Action Reports & Photos: An AAR and FIVE PHOTOS of your is required no more than 5 business days after your event has been executed. The questions are simple and should only take a few minutes. This is **NOT** optional. Initial:_____

Primary POC:

Primary POC Number:

Alternate POC:

Alternate POC Number:

Name of Event:

Location of Event (please indicate on or off installation):

POC at Event Location (who are you working with at the venue):

Phone Number of POC at Event Location:

What team building activity/activities will your group being doing? (Please be specific – example: scavenger hunt, sports day, board games, corn-hole…etc.)

What is the breakdown of your event? (Example: 1200 – we will eat lunch catered by Rockers, 1300 – Corn-hole tournament, 1500 – Everyone is released for the day, etc.)

Event Budget Requested ($13.50 pp, these are non-edible items to include fee, rentals, plates, etc.):
Will you be off setting the funding for the event? If so, how:

Date of Event:

Time:

Duration of Event:

How many people are expected to attend?

Will you be requesting food?

What kind of food is requested (be detailed) and the location from which the food will be sourced:

Food Budget Requested (breakdown the cost, please do not estimate - $5 pp):

Will you be off setting the budget for food? If so, how:

Are there any other requested items (Inflatables/Rentals)?

If there are other requested items, where will they come from?

Other requested item(s) POC:

Additional Notes: