



Event Proposal

Squadron Information:

Squadron & Flight (If Applicable)

Event POC:

Email:

Planned Number of
Participants:

Normal Duty Shift
of Participants:

Unit Subset:

Event Information:

Type of Event:

Activity
Description:

Activity
Cost:

Food
Description:

Food
Cost:

Activity Location:

Date:

Start Time:

Duration:

Participation Reason(s)

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

Commander/Designee Signature

Please fill out this form to the best of your ability. Any of these event proposals may be seen by Air Force Level leadership. It is recommended that you forward a copy to the UNITE Program Coordinator before your final submission for signature.

Remember you will need the DoD ID #'s of all attendees and to complete and After Action Report after your event.

Revitalizing Squadrons

“...the beating heart
of the Air Force”

The UNITE Program provides Commanders with funding to initiate programs that will benefit all Airmen in their unit. This includes assigned Active Duty, Reserve, and APF/NAF Civilians.

Family members are welcome to participate, but must pay the full cost of any associated fees.

*All activities require a Commander's signature and approval from the Air Force Services Center which may take up to 30 days.
Please plan your event accordingly.*