

UNITE EVENT PROPOSAL CY26



Please email your completed event proposal at least one week prior to your event date to janessa.vageline.1@us.af.mil.

AFSVC will not provide reimbursement for events that have not been approved. If a unit executes an event without approval, all expenses will be the responsibility of the unit.

EVENT DETAILS

Unit: _____ **Expected # of**
POC: _____ **Participants:**
Date: _____ **Activity:**

Event description

Please include unit, activity, time, location, and food (if utilizing).

Example: Twenty personnel from the 319 FSS will gather at Dakota Lanes on 7 July from 11am- 1pm to bowl and have lunch (burgers, fries, & wings).

The following do **NOT** qualify as Unite events:

- Balls/Banquets
- Base-wide events
- Change of Commands
- Christmas parties
- Dining In's/Out's
- Eating events
- Meetings
- Promotions
- Retirements
- Training

FUNDING

Recreation funds (limit \$15/participant)

Example: 20 people x \$15 for 3 games of bowling = \$300

Food & beverage funds (limit \$6/participant)

Example: 20 people x \$6 towards lunch at the bowling snack bar = \$120

We'd like to be aware of out-of-pocket recreational costs. Please list them below if applicable.

Example: If you go axe throwing and it costs \$35/person, you'd write, "\$35 for axe throwing - \$15 Unite funds = \$20/person out-of-pocket expenses".

Commander Signature: