

UNITE PROGRAM

BUILDING TEAM COHESION THROUGH RECREATION

GFAFB 2023

Janessa Vageline, 747-6351 (office), 739-0596 (cell)

WHO'S ELIGIBLE?



- All assigned Air Force and Space Force Active Duty, Reserve, Guard, and civilian (APF/NAF) members are authorized Unite funds for CY23
- Dependents are welcome to participate in Unite events
 - It's at the Commander's discretion whether Unite will pay the way of dependents or not, as their expenses would come out of your CY23 allocation

INCLUSION

- Commanders should make every effort to ensure all authorized members of a unit have an opportunity to participate in Unite events
- Events cannot be divided based on age, race, gender, or religion
- They may be divided by work center, flight, shift, shop, etc.
- Events **CAN NOT** be held for dependents only



SHOW ME THE MONEY!



RECREATION

\$13.50/PERSON

FOOD + BEVERAGE

\$5/PERSON

FUNDING GUIDELINES

- Funds can be used on or off the installation
- Unite is not a food & beverage program
- Unite is not a reimbursement program
- Your C3 will make Unite purchases on your behalf
 - Purchases are typically made over the phone or online
 - Any overages are your responsibility and will be paid out of pocket or with booster club funds
- **NEW!** We must have a completed 889 form for any off-base establishment before a transaction is made
- Purchases are tax exempt (our code is E-1001)
- Receipts are required (text/email me a copy)

RECREATION IDEAS



- Axe Throwing
- Batting Cages
- Bowling
- Broom Ball
- Canoeing
- Curling
- Driving Range
- Escape Rooms
- Fishing
- Frisbee Golf

FOOD + BEVERAGE IDEAS

- **Buy groceries**

Have a burger burn or picnic

- **Order pizza**

- **Dine-in**

Your funds won't go as far, but you are welcome to use your funds at restaurants, fast food joints, coffee shops, and the like

- **Theater Snacks**

Use your funds to get a popcorn and soda at the movie theater!



Unauthorized...

EVENTS

- December holiday parties
- End of year events
- Balls/banquets
- Dining-outs/Combat dining in/out
- SQ training/meetings
- Change of commands
- Eating events
- Promotions/retirements
- Base wide special events

PURCHASES

- Alcohol
- Equipment*
- Supplies for volunteer events
- Cleaning supplies/PPE
- Fees to cover damages, late fees, or insurance
- Prizes, gift cards, or promotional items
- Gambling

EVENT TIDBITS

- Shop-level events tend to be better attended and more engaging than squadron wide events
- A traditional picnic is not an event.
 - You can have a picnic with Unite funds, but you must make recreation the focus instead of food. You could add a softball tournament or a fun run for example.
- **Your expected attendance sets the event budget**
 - If you expect 20 people to participate, Unite will cover up to \$270 for recreation and up to \$100 for food
 - If only 15 people show up, the venue may still charge you for 20 and that's okay. You may use the extra funds to reduce your out-of-pocket costs, if applicable. If the venue only charges you for actual attendees, the remaining funds will stay in your Unite bank for future use.

HOSTING AN EVENT

1. Plan your event and complete the request form
2. Have your leadership sign the form and email it to:
janessa.vageline.1@us.af.mil
 - I'll submit it to the Air Force Services Center (AFSVC) for approval and notify you once it is complete
 - Please allow up to 5 business days
3. Email me invoices or call me for payment
 - This might be before, during, or after your event, depending on what the venue prefers
4. Host your event, take pictures, and have fun!
5. Complete the after-action report (AAR) and email it to me with 1-3 event photos within 5 business days of your event.