

# UNITE POC Training 2023

# UNITE Overview

The goal of the UNITE Program is to create opportunities for recreational and cohesive activities to strengthen the bond between members within the unit.

All assigned Air Force and Space Force Active Duty, Reserve, Guard, DoD Civilians and their dependents are authorized UNITE funds for 2023

UNITE events must be both recreational and cohesive to be approved. This means that they bring people together, that they are fun and that they pull people away from their daily duties.

UNITE Funds can be spent on-base or off-base. While there is a list of events that have been successful in the past you are not limited to those events and you can create any event you like as long as it falls within the parameters of the UNITE program.

Dependents - Squadron Commanders may authorize dependents to use UNITE Funds. This does not increase overall funding for the unit and events cannot be for dependents only.

Sporting events - UNITE can fund entrance into sporting events. This would include Ice Dogs Games, UAF sports, Alaska Goldpanners Baseball and racing events.

Movies - Movie tickets are now approvable. We can either go to the movie theater in Fairbanks or we can rent out the base movie theater for you and you can choose from a selection of movies available through the Community Center.

# Activity Funding

There are two funding types for the UNITE Program - Everything runs on the Calendar Year

## Appropriated Funds (APF) - Activity Funds

- Can be used for activity related expenses
  - Supplies
  - Rental Fees
  - Contract Costs
  - Cannot be used for food, prizes or equipment.
- \$15.00 per person per event

## Non-Appropriated Funds (NAF) - Food Funds

- Used for food or catering only
- Cannot be used to purchase separate non-food items
- \$5.00 per person per event

# Unit Funding

Funding is determined based on the number of Active Duty and DoD Civilians assigned to each unit based on the UMD from January 3<sup>rd</sup>, 2023.

Each person is assigned \$13.44 for activities and \$4.98 for food. These amount are multiplied by the numbers assigned to your unit and pooled together.

Units are limited to their funding pool. Once a squadron exhausts their funds for the year they are done until 2024.\*

Note: there is less funding per person than is allowed for activities and food. It is possible to run out of funding.

It is Command Staff responsibility to assure that funds are spread evenly throughout the unit.

At anytime an UNITE POC or Squadron leader can ask for current standing of their UNITE funds. Amount spent, amount estimated, amount remaining, and current attendance numbers are updated daily.

\* October 1<sup>st</sup>,2023 UNITE may open-up unallocated funding back to the entire base. This can include units that have exhausted their funding pool. If this happens the funding will be available on a first-come-first-served basis.

- Event must be cohesive FIRST!
- UNITE events must be reviewed by the UNITE Program lead before command staff approval.
- It is expected that events will be submitted at least 14 days from the date of execution. Event requests with less than 48 hours of notice will be denied.
- Commanders should make every effort to ensure all authorized member of a unit have an opportunity to participate in UNITE events.
- UNITE events must be inclusive and cannot be divided based on age, race, gender or religion.
- Events must be reviewed by the UNITE Program lead and the event proposal form must be signed by Command Staff before funds can be spent.

## Spending the Money

- Most spending is done with a credit card owned by the UNITE program lead.
- The UNITE lead will make every effort to pay with this card as it reduces paperwork for POCs and ensures they do not have time with money out of pocket.
- This mean the UNITE lead will plan for shopping trips and otherwise work with the POCs and service providers to make payments for the event.
- In rare occasions it may be beneficial or necessary for the POC to pay for a portion of the event themselves. If this is the case an itemized receipt must be provided to the UNITE lead for reimbursement. It generally take 2 business days for this reimbursement.
- If people are paying out of pocket for meals. Provide the receipts in one of two ways. Either one receipt with every purchase on it, the POC will be reimbursed \$5 person attending the event or one receipt for each person and the POC will be reimbursed \$5 for each receipt turned in.
- All payments must be arranged and approved with the UNITE lead before execution.

# UNAUTHORIZED USE OF FUNDS

- UNITE funds are not to be used for December Holiday Parties, end of year events, balls, banquets, dining ins/outs, trainings, meetings, change of commands, retirements, promotions, food only events, or base-wide special events.
- UNITE funds cannot be used to purchase alcohol
- UNITE funds cannot be used to purchase equipment. However, funds are authorized to rent recreational equipment.
- UNITE cannot pay for portable toilets, trash services, cleaning fees, cleaning supplies, cleaning companies or lodging.
- UNITE funds cannot pay for PPE except for food service gloves.
- UNITE funds cannot be used to cover the cost of damages, late fees or insurance.
- UNITE funds cannot be used to purchases, prizes, gift cards or promotional items.
- UNITE funds cannot be used to purchase items or equipment to give away to charities.
- UNITE funds cannot be used for gambling or to purchase gambling products including BINGO.
- Decorations for UNITE events should not exceed more than 10% of the events total cost.
- UNITE funds are not authorized for pay for rental vehicles.

There are two forms that need to be completed for a successful UNITE event

- Event Proposal Form - Must be filled out and sent to me for initial approval **BEFORE** being forwarded up your chain for Commander Approval.
  1. Any Officer or SNCO in the Squadron Command Staff can sign for the Commander Approval. The exception to this rule is if your event will bring the remaining APF or NAF funds below 25% of total APF or NAF Funds.
    1. This is to make sure that a couple of flights or work centers in a squadron are not using all the funds for the entire squadron.
- After Action Report (AAR) - Must be filled out and sent no more than 2 duty days after your event. The After Action Report should include at least 2 photos.

Fill out all fields to the best of your ability 2022 or older forms will not be accepted.



# Event Proposals

The Event Proposal is important for getting final approval from Air Force. Remember, your event had to be recreational and unit cohesive first! Retirements, Commander Calls, Promotion Ceremonies and trainings are not unit cohesion. If there are those things during the event that is fine but they should be secondary to the fun stuff.

Make sure you are as descriptive as possible in your event proposal

## Rejected Proposal:

This is a team building, training, and recognition, luncheon. Staff will work from 0830-1630. Awards luncheon is from 1230-1330.

## Approved Proposal:

This is a team building lunch. For relationship building and problem solving, teams will break into groups to build tallest tower for the marshmallow challenge activity. For Another activity, teams will create bridges, there will be three teams of 1 and 9 groups of 7 that work to create bridges. Teams will review results and discuss what went well with the activities. (Groups will recognize that more can be accomplished when working together.) Staff will foster relationships during lunch.

## Maximizing Funds

- Work at the smallest level possible
- Plan events that will fully engage your Airman
- Make sure everyone is included
- Use the funding to create something special for your Airman
- Ask for military discounts
- Work with your UNITE Program Coordinator to help in the planning
- Plan multiple events within your budget
- Volunteering is Free!
- FSS Facilities can give you more bang for your buck

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