

# UNITE EVENT REQUEST



REQUESTING UNIT:

UNITE POC:  EMAIL:

## EVENT INFORMATION

DATE OF EVENT:

EVENT LOCATION:

PROJECTED START TIME:  END TIME:

PLANNED NUMBER OF PARTICIPANTS:

PROJECTED FEES TO BE PAID BY PARTICIPANTS:

### DETAILED EVENT DESCRIPTION:

### APF (ACTIVITY) FUNDING BREAKDOWN (\$13.50/PP):

YOU MUST BREAK DOWN EVERY EXPENSE - DO NOT LUMP ACTIVITIES/EXPENSES TOGETHER

### NAF (FOOD/BEVERAGE) FUNDING BREAKDOWN (\$5.00/PP):

YOU MUST BREAK DOWN EVERY EXPENSE - DO NOT LUMP EXPENSES TOGETHER

Squadron Unite assigned POC or Commanders Signature:

Community Cohesion Coordinator Signature:

New guidance states that the information on Unite Event Request form needs to have, at a minimum, documentation that includes amount, type of items/service to be purchased, or items/service for specific event.

In other words, you need to be VERY SPECIFIC in your request for funds.

In the funds breakdown section it should be clear what you're spending, and the price.

Example 1:

**Do not write**

Bowling \$300

INSTEAD WRITE:

2 Games of Bowling \$5pp x 50 People = \$250

Bowling Shoes \$1.00 x 50 People = \$50

Total: \$300

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Example 2:

**Do not write**

Squadron Fun Day

ODR Rental (grill, tables, chairs, coolers) \$200

INSTEAD WRITE:

ODR Rental

2-Grill x \$25 ea. = \$50

10-Tables x 5 ea. = \$50

60-Chairs x \$1 ea. = \$60

2-Large Coolers x 20ea = \$40

Total= \$200

Sadly, we will have to decline or return to you all events that aren't specific in the spending. Make sure you are getting prices ahead of time (to include food) and you are able to provide accurate information when it comes to cost for events or supplies.

Request will be returned back to you if the cost is not broken down. Please let me know if you have additional questions.