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

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 x5 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.