

## EXECUTING UNITE

### FAQ's!

1. **What is the UNITE Program?** The UNITE program was designed to help leadership foster cohesion, comradery and esprit de corps at the lowest level possible through recreation and shared experiences. The basis of this is the Squadron but can be broken down into Flights or smaller work groups and can also include working units that are outside the Squadron structure to include Group and Wing staffs. The person running the UNITE Program is your UNITE Program Coordinator (UPC)
2. **Who can benefit from the funding?** All Active Duty Members, DoD Civilians and NAF Employees.
3. **How much money is available?** Funding is based on manpower numbers received in June. There is \$17.50 per person for activities and \$5 per person for food. Your UPC can give you the specific amounts for your Squadron.
4. **What can this money be used for?** There are two different pots of money identified with the UNITE Funds. The Activity Funds can be used to help fund your UNITE Event. This can be rental cost for equipment, purchase of supplies, hiring a tour guide, purchasing a service or paying entry costs. This money cannot be used to purchase personal items like T-Shirts or for prizes. The Food Funds can be used to purchase food from a restaurant, FSS Facility or from the Commissary. If used at the Commissary only edible items can be purchased. This excludes things like napkins, cutlery and aluminum foil, however, your Activity Funds can be used for these non-edible items.
5. **How does our Squadron receive this money?** You need contact your UPC and they will be able to assist you. The basic process is to identify a UNITE POC, submit an event proposal and submit a DoD ID number form prior to the event. The UPC will use a NAF P-Card to pay for the authorized expenses. The UNITE event must include a team building or unit cohesion activity. Activity in the literal sense of the word, the participants must be doing something that causes them to interact with each other.
6. **How long do we have to spend this Money?** Your Activity funds are running on a Calendar year and will be available from the middle of January to the 15<sup>th</sup> of December and are on a first-come-first-served basis. Your Food funds run off of the fiscal year and will be available from the Middle of October to September 15<sup>th</sup>.
7. **Why do we need a UNITE POC?** The UNITE POC is your leadership's connection to the UNITE Program. They will work with the UPC to develop an event that is tailored to the needs of your unit. Since they work with your unit everyday they are in a better position to find the activities that will engage the most interest for the people that they work with every day.
8. **Why does the Commander have to sign the Event Proposal form?** The UPC has appropriated these funds for your Squadron. They are your Squadron's funds. While the UPC has been given the duty to verify that the funds are used appropriately they need the authority from the Squadron Commander to execute these funds on their behalf. This can be delegated down through the UNITE POC form but it is asked that this designee has is an E-5 for above simply because we are dealing with appropriating money.
9. **Why can't we just have a burger burn?** Remember, food is a bonus to your cohesion activities. UNITE is not a food and beverage program. Add this as secondary to your event in the description and don't forget to detail where it is coming from and what it is.

10. **Can I change menu items from the approved submission?** We understand plans change and yes you can adjust your menu, as long as you remain in the same allotment based on your projected attendance.
11. **Can I change the event location and possibly the event?** Yes - With the weather in Alaska, definitely have a backup plan or location but please discuss the changes with your UNITE rep to ensure the intent of the program is captured when making the change.
12. **How can we reach our deployed members so they receive their allotment?** You may elect to Facetime and hold the same activities at the same time (pending time zones/locations). It is possible for your UNITE rep to contact other bases should the event be held on base to pay for your deployed member's meal and when funding is released, for the activity expense.
13. **Will we get reimbursed if we pay ourselves or with squadron monies?** NO, your UNITE rep must be able to purchase with a government credit card (NAF Purchase Card). Make sure if you use a business off base that they can accept card payment and that they can provide a printed & detailed receipt.
14. **Why do you need to know how many people are attending, can't we use the whole amount assigned to our Squadron?** We need to ensure that funds are being executed wisely and accurately. AF is tracking this program closely. We also need to make sure that everyone is being included and has the opportunity to gain the benefit from this program. You will answer in the after action report if the attendance changed and why (duty related, sick, etc).
15. **Can we split the money between several facilities?** YES, any combination is possible as long as you remain within your budget.
16. **Do I have to be more specific on the location if the event is held on base?** Yes, when the information is transferred, your UNITE rep needs to know where on base – please put specific building or named area.
17. **When securing activities on base, why do I need to tell them this is a UNITE event?** You may get preferred pricing! UNITE has been able to continue negotiating on your behalf to find the best deals possible. Be sure and mention to them that you are planning a UNITE event! Your UPC will be happy to work with the FSS Facilities to make sure everything is scheduled for you. If you scheduled with the facilities directly the UPC will be contacted by the FSS Facilities before approval to ensure this is an approved UNITE Event.
18. **What if our activity or food costs more than our allotted amount?** The UNITE program does have limited funds and may not be able to cover everything you want to do. When this happens additional funds will have to be secured. These funds can come from individual participants or from your Squadron Booster Club.
19. **Can we plan for activities or food off-base?** Yes you can. However, be aware that off-base activities and food may exceed your allotted amount and additional funds may need to be secured.

