

## Revitalizing Squadrons

*the beating heart of the Air Force*

The intent of the Unite Program is to empower Unit Commanders to create new opportunities for recreational and cohesive activities to strengthen the bond between members within the units. Units can choose from a variety of amazing activities and events on and off base!

### FUNDING LIMITATIONS

#### UP TO \$15.00/PERSON

Activity expenses such as equipment rentals, program supplies and entertainment

#### \$5.00 PER PERSON

Food and beverage expenses

*Funding is allocated by calendar year*

LEARN MORE AT...

[WRIGHTPATTFSS.COM/UNITE](https://wrightpattfss.com/unite)

## HOST YOUR UNITE EVENT IN 5 EASY STEPS

### 1 Complete the POC Appointment Form

Commanders will appoint a squadron/unit Unite POC, in writing, to the installation C3. Email the signed POC Appointment Form to C3 at [88FSS.Unite.WPAFB@us.af.mil](mailto:88FSS.Unite.WPAFB@us.af.mil)

### 2 Event Proposal

Complete the Event Proposal Form at least 10 days prior to the event and email to C3. All events must be recreational and activity based to utilize Unite funds. C3 will submit the request to AFSVC for approval.

### 3 Event Prep

Once the event is approved, confirm the date and time with the venue and coordinate the payments with your C3. All payments must be paid tax-exempt by the C3 via NAF Pcard or TBCC (FSS Activities). All off-base vendors must have a valid 889 form on file prior to payment. Requesting units will not be reimbursed for any purchases made via personal credit cards, checks, or cash.

### 4 Have Fun at your Event!

### 5 Submit After Action Report (AAR)

The installation C3 won't be attending your Unite events so we are relying on you to provide feedback to improve the Unite program. Complete the AAR form and submit at least 5 photos to C3 within 2 business days.

All forms and templates are available at  
[WrightPattFSS.com/Unite](https://wrightpattfss.com/unite)



UNITE PROGRAM

*As of February 1, 2024*



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Wright-Patterson AFB



# TYPES OF EVENTS

## 1 Unit Developed Program (UDP)

Squadron leaders are given discretion to capitalize on opportunities available in the local area and on base within the Force Support Squadron (FSS).

## 2 Free/Volunteer

Charitable work proves a cost-effective team building activity that allows coworkers to see each other in a new light and can make a real difference in your community.

## 3 Virtual

There are a variety of funded and free virtual options. These are programs and resources that still promote cohesion while social distancing.

## WHO'S ELIGIBLE FOR UNITE FUNDS?

- ☑ Air Force and Space Force Active Duty, Reserve, DoD Civilians (APF/NAF) assigned to Wright-Patterson AFB.
- ☑ Air National Guard assigned to Springfield-Beckley AGB and Rickenbacker AGB.
- ☑ Spouses and dependents of eligible personnel with Commander pre-approval. Written authorization must be submitted with Event Proposal form. Ask your C3 for more information.



# FSS EVENT MENU

## EASY TO IMPLEMENT & ON THE INSTALLATION!

### KITTYHAWK LANES BOWLING

- ☑ \$13.50/person – 2 hours and shoe rental.
- ☑ \$5/person – Pizza buffet and fountain drink or food voucher.
- ☑ Additional food available for delivery or pickup

### WRIGHT-PATT CLUB

- ☑ \$13.50/person – Rockers Game Package. Includes room rental, shuffle board, darts, pool, and variety of board, card and yard games.
- ☑ \$425/day – Bass Lake Lodge rental. Additional room rentals available - prices vary.

### THE COURSES AT WRIGHT-PATT

- ☑ \$13.50/person – Golf 9 holes. Includes green fees. Cart fees not included.  
*(Discounted rate available Mon-Wed 11am-2pm)*

### CONSOLIDATED HOBBY COMPLEX

- ☑ \$13.50/person – String Art Kits. Includes craft room rental and supplies. Available as to-go kits.
- ☑ \$13.50/person – T-Shirt Decorating. Choose from a vinyl iron-on kit or tie-dye kit. Shirts not provided. Craft room and supplies all included.
- ☑ \$13.50+/person – Seasonal Craft Kits. Kits vary from ceramic trees, wreaths and more! Craft room rental included or available as to-go kits.

### OUTDOOR RECREATION

- ☑ \$13.50/person – Axe Throwing. Includes one hour of guided axe throwing and party space with tables and chairs.
- ☑ \$105/day – Unite BBQ Package. Includes two kayaks, two SUPs, one cornhole set, one ice chest and one large BBQ grill.
- ☑ Additional rentals available – prices vary.

### ROD & GUN CLUB

- ☑ \$17/person – Trap or Skeet Shooting. Includes one round of 25 shells and targets. Rental guns available for \$10 (\$3.50 out of pocket).

### INFORMATION, TICKETS & TRAVEL

- ☑ ITT offers a variety of in-house tickets to local attractions including sports teams, zoos, and more. Check out the current list at [WrightPattFSS.com](http://WrightPattFSS.com) or ask your C3.

### OFF-BASE OPTIONS AVAILABLE, TOO

- ☑ Contact your C3 representative for off-base ideas and pricing.

Unite funds cannot be used to pay for December holiday parties, balls/banquets, trainings, meetings, or dining in/out events. Contractors are welcome to participate in Unite events, but they must pay for any associated fees. Visit the website for full list of authorized users.



Scan the QR Code for more information