



# Most frequently asked questions



**Who can use Unite funds?** All assigned Air Force and Space Force Active Duty, Reserve, Guard, and civilian (appropriated and non-appropriated) members are authorized Unite funds for CY24. The dollar figures will continue to be based on unit official manpower totals and will not increase with the inclusion of dependents. Your base's Community Cohesion Coordinator (C3) can tell you about your available funding.

**What can we use this funding for?** Unite funding can be used for two things: activities and food. The activities must be cohesive or team building in nature and the food must be in conjunction with the activity. Activity funds may be used for but not limited to bowling, painting class, axe throwing, golf or rental of ODR equipment. Food may be purchased from a grocery store and grilled as a picnic, or you may have your event catered.

**Can Unite cover food at our meeting or resiliency training?** Unite is intended to provide a teambuilding experience and therefore must be based around group active recreation. However, if a team building recreational event occurs before or after your meeting or training – the recreational portion of the event may qualify for Unite funds.

**How can we host a Unite event and still meet mission requirements?** Bring the event to your work center! Host activities in your break room or in the parking lot during lunch. Many vendors will cater to shift work schedules. Your C3 has lots of creative options!

**How many events can we have?** You can have as many events as your budget allows.

**What is the deadline for spending?** Unite funds run on a calendar year. Your C3 will notify your base about the exact deadline. New funding will come again to bases in January.

## UNAUTHORIZED USE OF UNITE FUNDS

- December holiday parties, end of year events, Balls, banquets, dining/out, combat dining in/out, squadron training/meetings, change of commands, eating events, promotion/retirements, or base-wide special events.
- Unite funds cannot be used to purchase alcoholic beverages.
- Unite funds cannot be used to purchase equipment, including electronics.
- Unite funds are not authorized to purchase items for volunteer events, such as gloves, tools, paint, or supplies.
- Unite funds cannot be used to purchase cleaning supplies, hand sanitizer, etc. Food service gloves are authorized.
- Unite funds cannot be used to cover the cost of damages, late fees, or insurance.
- Unite funds cannot be used to purchase prizes, gift cards, giveaways, or promotional items. (examples: trophies, medals, plaques, banners, marketing/advertisements, apparel, cups, personalization of objects, murals, shirts, hats, and jerseys)

