



I am ready to team with UNITE!

Are you the designated unit POC?

Have you been to UNITE training?

Contact the C3

Do you have an UNITE POC in your Squadron?

Talk to your Commander or Shirt about becoming a POC. Then call the C3 to get trained.

They can do the process for you.

Does your event ONLY include funding request for authorized members? (AF Active Duty, Reserve, Guard, Space Force, Civilian (incl. LN/MOD) & family members.

PLEASE START OVER

Is the event at least 2 weeks out?*

Have you confirmed the following?
 - Vendor takes credit card
 - Vendor is willing to sign an 889**
 - Cost/Invoice is tax free
 - Able to take payments via phone if outside local radius

Does it meet the following criteria?
 - Has a recreational element
 - Location contacted
 - Date reserved
 - Price confirmed

OFF BASE

ON BASE

The C3 will work with you on how best to proceed

Contact C3 to discuss your event, make arrangements and submit signed UNITE Event Request Form to C3.

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Disapproved

Disapproved

Approved

Approved

CONGRATULATIONS! You will receive instructions from the C3 on what's next.

Community Cohesion Coordinator (C3)
 RAF Alconbury & Supported Installations
 Angela R. Staudt
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Please contact C3 for exceptions to this requirement.

As of 3 April 2023, all vendors must sign an 889 before C3 can make payment.