UNITE Program

Outdoor Recreation Adventure Park (Bldg. 4082)
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Unite
Handbook
CY 2026

Table of contents

Goals & Objectives 03

Funding 04

Request Process 06

Ready-to-Execute 4FSS Program Options 08

On-Installation Food Options 13

Off-Installation Activity & Food Ideas 14



In August 2016, Air Force Chief of Staff General David Goldfein released his letter to Airmen titled, “The Beating Heart of the Air Force...Squadrons!”. AFSVC was later asked to establish an activity-rich program that equips empowered Commanders with options to facilitate unit cohesion. In-turn, Unite was established as an added component to the Recharge for Resiliency program.

The Unite Program aims to Support Squadron Leaders create informal opportunities for recreational and cohesive activities to strengthen the bond between members within the unit, while maximizing the use of FSS facilities and measuring impacts to ensure units’ needs are met.

Unite Goals
and Objectives

04

Funding

Types & Restrictions

APF MOA Funds

Appropriated MOA dollars are used for the unit cohesion/recreation activity*. These funds are allocated at a maximum of $13.50 per person based on the Unit Manning Document, and are designed to offset Airmen participation costs.

NAF Funds

Non-Appropriated dollars are used for the purchase of food and beverage in support of an approved Unite activity. These funds are allocated at $6.00 per person based on the Unit Manning Document, and are designed to offset meal costs for event participants. NAF funds must be utilized with approved APF funds.

AIR FORCE

UNITE PROGRAM

*Unite APF funding for room rentals have a maximum cap of $500.
Unite APF funding for DJs at event have a maximum cap of $500.

Unauthorized Use of Funds

Events that have not received approval from Unite Program*	Purchase of Alcohol	Holiday Parties EOY Events Dining In/Out Combat Dining In/Out
Change of Commands Retirements Promotions Graduations	Purchase of Equipment	Prizes Giveaways Promo Items Personalized Items
Trainings Meetings	Lodging	Damages Late Fees Insurance
Cleaning Supplies	Transportation**	Tips
Purchase of Supplies for Volunteer Event or Donation	Gambling or Bingo Supplies	Events cannot be divided based on rank, age, race, gender, religion, or held for dependents only
Taxes	Decorations***	Balls/Banquets

*AFSVC will not reimburse the base for events that are executed without approval. If a squadron does so, all expenses will be the responsibility of the squadron to pay.

**Unite funds are not authorized to pay for rental vehicles; utilizing ITT/ODR vehicles with 4FSS/ODR driver is approvable.

***Decorations for Unite events should not exceed more than 10% of the event's total cost. Example: squadron teambuilding event cost $1000, then cost of decorations should not exceed $100.

06

Request Process

- Step 1: Squadron Commanders can designate a Primary and Alternate Unite Representative for their squadron via an Appointment Letter provided through the Unite Program coordinator. Squadron CCs and Representatives are the only ones who can sign and submit event requests to the Unite coordinator. Representatives must attend one-on-one training with the Unite Coordinator prior to being authorized to process requests. Without signatures from a CC or Representative, requests will be returned for modification.

- Step 2: Event POC will research event and procure all invoices and signed 889 forms. Squadron Unite Reps and the Unite Program coordinator can assist with planning and ideas if needed. It is recommended that the Event POC surveys squadron members to generate ideas. Event POC will complete Event Request Form and submit to Squadron CC or Rep for their review and approval.

- Step 3: Squadron CC or Rep will sign the Event Request Form if they agree to the usage of the funds for the requested event. The Squadron CC must be the designating authority when authorizing funds for usage by dependents.

- Step 4: Squadron CC or Rep will submit signed Event Request Form, all Invoices, and 889 Forms to the Unite Program coordinator at least 14 days prior to the requested event date. Requests without invoices, 889 forms, appropriate signatures, or within the required processing timeframe will be returned for modification.

- Step 5: The Unite Program coordinator will review submitted documentation ensuring that the request meets the Unite Program intent and adheres to all Unite regulations. The Unite Program coordinator reserves the right to deny requests, request additional information, or return requests for revisions as needed. If a request is returned for modification, the required 14 day cycle begins anew.

- Step 6: The Unite Program coordinator will submit the event request to AFSVC for approval for funds execution. If approved, the Unite Program coordinator will notify the POC by email, and arrange payment for the event. Do not pay on your own for any reason, reimbursements are not authorized. AFSVC reserves the right to deny requests, request additional information, or return requests for revisions as needed. If a request is returned for modification, the required 14 day cycle begins anew.

- Step 7: Host the event and have fun! Event POC and Squadron Rep must submit an After Action Report with event photos to the Unite Program coordinator within 5 days of the event date.

Event inquiries must be submitted to the Community Programs Office at least 3 weeks in advance. Approval is subject to availability. To inquire about booking with CPPO, call 919-722-8684 & ask to schedule a Unite event. All events hosted by CPPO cost $13.50 per person in APF MOA Funds.

AIR FORCE COMMUNITY CENTER

Murder Mystery

MOST POPULAR

Choose from 9 different themes and work together to solve the murder! Each member will be assigned an interactive role, and you will be guided by CPPO Staff through the experience. All materials and scripts will be provided, in addition to facility usage. Contact CPPO for available themes. Minimum of 10 participants.

Work of Art

Create a DIY masterpiece with the help of CPPO Staff! Includes facility usage, instructions, and all materials. Choose from one of the following options:

1. Candle Making (minimum of 10 participants)
2. Mini Charcutier Board Wood Burning (maximum of 20 participants)
3. Tie Dye (minimum of 10 participants)
4. Diamond Art (minimum of 6 participants)

Movie Night

Host a movie night with your unit. Includes facility usage and all required equipment and over 400 movies to choose from! Minimum of 20 participants. Movie must be pre-selected from a list provided by CPPO due to copyright. Choose from one of the following options:

1. Traditional Movie held at the Sabre Cinema (year round offering)
2. Dive -In Movie held at the ODR Olympic Pool (based on lifeguard availability and is only available during the open pool season). Maximum of 200 participants.
3. Outdoor Movie (available for Spring/Summer/Fall evenings only)

Snacks (popcorn, chips, candy) and drinks can be provided for an additional $6.00 per person in NAF Funds.

Game Night

Gaming fun for your squadron hosted by a CPPO Team Member! Prizes are not provided however we encourage your squadron booster club to come up with some great giveaways! All options come with activity facilitation by CPPO Staff, facility usage, and supplies. Minimum of 15 participants.

Choose from one of the following options:

1. Bingo: Includes 1 bingo book for up to 10 rounds and 1 dabber per person.
2. Board Games: A board game throwback which includes any of the following: Trivial Pursuit, Scrabble, Monopoly, Dominoes, Chess, Checkers, Twister, Ascension, Poker, Cards Against Humanity, miscellaneous Puzzles, and more!
3. Karaoke Sing Off: Whether you're a car singer or seasoned stage performers, grab the mic and belt out your favorite tunes to see who truly has what it takes to be the best in the squadron! Don't miss a chance to connect with your unit and show off those hidden talents!

Snacks (popcorn, chips, candy) and drinks can be provided for an additional $6.00 per person in NAF Funds.

On-Base 4FSS Programs

Bowling

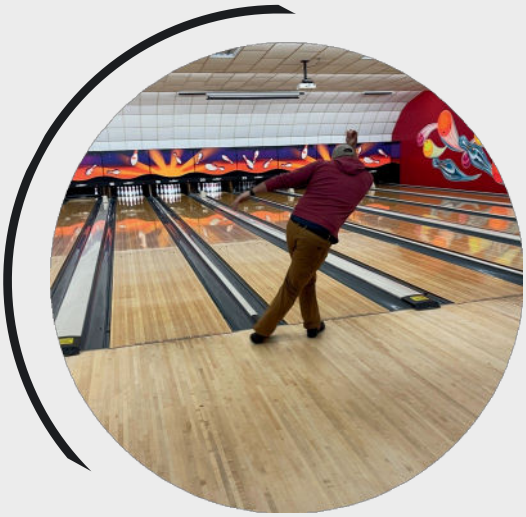
Bowl your heart out at the FSS bowling center! Great for all ages. Includes 2-hour lane rental and shoes. Phantom Lanes staff can help facilitate tournaments as well, just give them a call!

Cost

$13.50 per person in APF MOA Funds

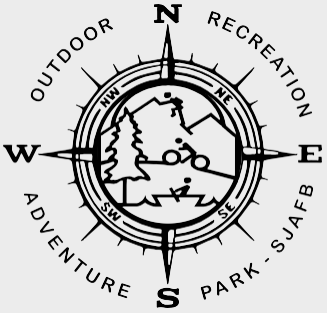
Contact

To inquire about booking with Phantom Lanes, call 919-722-0350 & ask to schedule a Unite event.



On-Base

ODR Programs & Equipment



4FSS/ODR has a massive array of equipment and several facilities to fit the needs of any size squadron! Event inquiries must be submitted to ODR at least 3 weeks in advance. Approval is subject to availability. To inquire about booking with ODR, call 919-722-1104 & ask to schedule a Unite event. All events hosted by ODR cost $13.50 per person in APF MOA funds.

NEW

Pool Parties

This seasonal activity includes a private 3-hour reservation at the ODR Olympic Pool (outside of regular operating hours only), ODR lifeguard staffing, speaker system rental, and pool games and activities. Turn your pool party into a dive-in movie with the option offered by the CPPO Team! This event is subject to facility and staffing availability, as well as weather dependent (cannot operate during thunder or lightening). Minimum of 25 participants; maximum of 250.

Unit DIY Events

DIY events offer the ultimate flexibility to squadrons when it comes to activity choices, locations, and availability! Choose from one of the following options:

1. Range Rovers: Groups can compete in various challenging games to earn the best score! Includes golf ball tokens, golf clubs, targets, and 3 Eagles Driving Range facility rental for the entire day. Minimum of 10 participants; maximum of 50.
2. Field Day: An ODR staff member will work with you to put together the perfect field day package within your squadron's allocated budget. Includes equipment rentals appropriate for squadron size, and all day facility rental of either the ODR Adventure Park, Kimpo Park, Debden Park, or Warrior Pines Log Cabin.

ODR Hosted Events

Take the stress out of planning and let ODR Staff host your Unite event. Sit back, relax, and enjoy your event while ODR Staff handle the activities, set-up, and clean-up! Choose from one of the following options:

1. Recreation Day: Hosted at the ODR Adventure Park over the course of 4 hours for minimum of 50 & up to 200 participants. Includes 5 self-led activities (fishing, cornhole, pedal boats, tug-o-war, & golf-pong), and 1 staff-led sports competition (choose from axe throwing, archery tag, hippo-chow-down, jousting, or capture the flag).
2. Knocker Ball Tournament (bubble soccer): Hosted at Warrior Pines Log Cabin over the course of 2 hours for minimum of 16 & up to 32 maximum participants.
3. Sink My Battleship (SEASONAL ACTIVITY ONLY): Hosted at the ODR Olympic Pool over the course of 2 hours for minimum of 18 & up to 50 participants. Teams of 2-3 will work together to sink other teams' canoes while simultaneously protecting their own! This strategic game challenges its players to work together using brains and brawn.

Off-Base 4FSS Options at Blakeslee AF Recreation Area

These offerings are located in Kure Beach, NC. Please note that Blakeslee has booking blackout dates due to operation needs during certain times of the year. To inquire about booking with Blakeslee, call 910-500-6465 Ext 108 & ask to schedule a Unite event. All events cost $13.50 per person in APF MOA funds.

1. A Day at the Beach Package: Spend a day at the beach to relax and enhance morale amongst unit members. Beach games, coolers, volleyballs, and 2 surf fishing rods included. Sand volleyball court and shower facility usage provided.
2. Fishing Bundle: Join Blakeslee Staff as they facilitate groups of 5 in circuit format to learn about cast fishing, self-guided crabbing, and cast netting. Supplies and bait provided. Minimum of 12 participants; maximum of 18.
3. Kayak Excursion: Blakeslee Staff will lead your group through a guided paddle along the Cape Fear River. Learn about the waterway, marshlands, and history of Pleasure Island and Blakeslee. Kayaks, paddles, and life vests included. Minimum of 10 participants; max of 20.

Let Blakeslee handle lunch for you! A $6.00 per person in NAF Funds food menu can be provided directly through Blakeslee for groups of up to 25 people. When using this option, the Blakeslee Cape Fear Room Facility is included at no additional cost for dining. Choose from the below options:

1. Publix Lunch Bundle: Choice of sub tray selection, cookies, and soda.
2. Pizza Bundle: Includes 2 slices per person and soda.



On-Base Food Options



Commissary

Use of the base Commissary is a fast and easy way for your burger burns, DIY charcuteries, and more! The 889 form is Not Required when shopping through the Commissary. When submitting NAF funds requests at the commissary, use the "Commissary Click2Go" phone app for loading a cart as your "invoice" for the request by taking a screenshot of the cart. Once funds are approved, the Unite Program Coordinator will schedule a time with the Event POC to go and purchase the items together.

Ten-Pin Cafe

To inquire about ordering, call 919-722-0350 & ask to schedule a Unite food order. All menu options cost $6.00 per person in NAF funds. Choose from one of the following options (each item listed is per person):

1. Grilled cheese sandwich with small fry and drink
2. One-topping slice of pizza with small fry and drink
3. 1/4-pound hot dog with small fry and drink
4. BLT sandwich with small fry and drink
5. Breakfast burrito (choice of one meat) with hash browns and drink
6. Single pancake with hashbrowns, choice of one meat, and drink

Compass Cafe Catering

Compass Cafe offers a variety of delicious meal options that were curated to fit into your Unite food budget! Meals subject to availability. Groups must chose ONE menu option for the entire group. To inquire about ordering call 919-722-0394 & ask to schedule Unite catering. All options cost $6.00 per person in NAF funds.

Breakfast Options:

1. Sliders: Includes a choice of bacon, ham, or sausage with egg and cheese. Served with coffee.
2. Sandwiches: Includes a choice of bacon, ham, or sausage with egg and cheese. Served with hashbrown patty and coffee.
3. Burritos: Includes choice of bacon, ham, or sausage with egg and cheese. Served with hashbrown patty and coffee.
4. Bagels & Pastries: A variety of muffins, pastires, and fresh bagels served with a selection of homemade cream cheese and coffee.

Lunch/Dinner Options:

1. Sliders**: Includes a choice of Ham & Swiss or Turkey & Provolone, chips, canned soda, and bottled water.**





Popular Off-Base

Activity & Food Options

You are not limited to using only these vendors, the below listings are just popular events that other squadrons have previously done.

No federal endorsement of companies or their services implied.

DOWN EAST BIRD DAWGS Minor League Baseball Game in Kinston, NC:
Previously known as the DOWN EAST WOOD DUCKS
Call 252-549-4388 and ask about group ticket options (minimum of 20 people)
Go to www.downeastbirddawgs.com/schedule/main to view the game schedule

RUSHHOUR KARTING in Garner, NC:
Hours: Mon-Thu 12pm-9pm / Fri-Sat 10am-10pm / Sun 1pm-9pm
www.rushhourkarting.com
919-662-9101

ROUND-A-BOUT SKATING in Goldsboro, NC:
Hours: Mon Closed / Tue-Thu 7:30pm-9:30pm / Fri 7pm-10pm / Sat 11:30am-4pm & 7pm-10pm / Sun 1:30pm-4pm
www.round-a-bout.com
919-778-1831

RAM RENT-ALL in Goldsboro, NC:
www.ramrentallonline.com
919-735-3320/7500

WASHINGTON NATIONALS Major League Baseball Game in Washington, DC:
Call 202-675-6287 or email ticketinfo@nationals.com for tax-exempt quotes
Go to www.mlb.com/nationals/schedule to view the 2025 game schedule

THE KILL ZONE PAINTBALL in Goldsboro, NC:
Hours: Mon-Thu by request for groups of 15 or more / Fri 5pm-9pm / Sat 10am-9pm / Sun 11am-8pm
www.thekillzone187.wixsite.com
919-394-0346

ALL ABOUT U NUTRITION in Goldsboro, NC:
Great option with a Cardio Drumming Class and Nutritional Snack Bar!
Hours: Mon-Fri 7am-3pm / Sat 9am-1pm
Email: AllAboutUNutrition@gmail.com Phone: 919-432-4861

CAPPS ENTERTAINMENT in Wilson, NC:
Your one-stop-shop for cornhole, axe throwing, mini-golf, bowling, and laser tag!
Hours: Mon-Thu 11am-9pm / Fri-Sat 11am-11pm / Sun 12pm-9pm
Email: sales@cappsentertainment.com Phone: 252-769-7467

SAMS CLUB in Goldsboro, NC
Great for burger burns! Use the Sam's website for loading a cart as your "invoice" for the request by taking a screenshot of the cart. Once funds are approved, the C3 will order the items online using the FSS Tax-Exempt account and will schedule a time for item pickup with the Event POC.

ADAMS ROADSIDE BBQ in Goldsboro, NC
Hours: Sun-Tue Closed / Wed-Fri 11am-7pm / Sat 11am-6pm
919-739-3859



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