DEPARTMENT OF THE AIR FORCE
100TH AIR REFUELING WING (USAFE)
ROYAL AIR FORCE MILDENHALL, UNITED KINGDOM

Date:

MEMORANDUM FOR 100 FSS/FSWP

FROM:

SUBJECT: Request for Unite Squadron Funds

1. The following expenditures are proposed against Unite Squadron Funds.

Name of Event:	
Date/Time of Event:	
Location:	
Organization:	
Unit Subset:	Flight ☐ Section ☐ Work-center ☐ Squadron
Normal Duty Shifts of Participants:	☐ Days ☐ Mids ☐ Swings
Participation Reason:	☐ Develop a new skill or competency ☐ Improve physical fitness ☐ Increase morale, camaraderie, or esprit de corps ☐ Promote interaction between unit members ☐ Provide opportunity for fun or relaxation ☐ Reinforce peer, unit/squadron, or Air Force corps values ☐ Work on a team-building exercise
Name and rank: **POC Contact Information: DSN#:** **E-mail:**	
Projected Attendance for this event:	
Total Amount Requested for this event $13.50 p/p OR $15 p/p (APF):	
Total Amount Requested for this event $6.00 p/p (NAF):	

Overview of Event: **(Describe your cohesive event sequence)**	

2. Our priority remains the continued health and safety of our airmen and staff. We intend to practice good hygiene, social distancing and other individual measures recommended by RAFM Commanders Directives and the Centers for Disease Control and Prevention to mitigate exposure to the coronavirus risks.

3. I hereby authorize the proposed expenditures listed above against our Unite funds.

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Requesting Commander's Signature