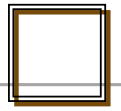
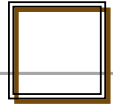


# How to Unite!

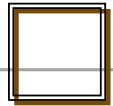
## *step-by-step*



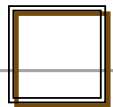
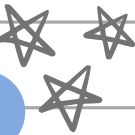
Contact Community Cohesion Coordinator (C3) to discuss event and unit funding



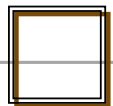
Send C3 Unite Request Form for event approval •  
Send C3 POC Agreement



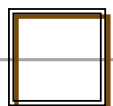
Find Forms on [KadenaFSS.com/Unite](https://KadenaFSS.com/Unite) (under "Resources" tab)



Once C3 approves event • Route Request to CC /  
CC appointed designee for funding approval



Make reservations at event locations



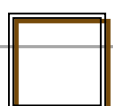
Once CC signed form is returned to C3 • C3 will  
make payment • POC and C3 shopping



ENJOY EVENT! Take Pictures!



Send C3 After Action Report (AAR) NLT 3  
business days after event with pictures



Plan next event!



Kadena Community Cohesion Coordinator (C3) • Melanie Gravage  
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