

Sponsor Training



Sponsorship is a vital component of the mobile military lifestyle. Relocating is a very stressful experience for both the service member and their family. Your role as a Sponsor will help smooth the way for a quick and efficient transition to the new location and the new job.

The following Sponsorship Duties Checklist will help you successfully execute your duties as a Sponsor. Please keep it handy and review it often as you work through the sponsorship process. The checklist is divided into Pre-Arrival, Arrival, and Post-Arrival tasks.

Pre-Arrival

- Complete Sponsor Training
- Contact the newcomer via phone or email to say hello and explain the sponsorship process.
- Ask questions about the newcomer needs and family needs. You might consider sending the needs assessment questions (downloadable from this training) to the newcomer via email or use it as a guide for you phone conversation(s).
- Compose and send a welcome letter based on the newcomer's needs and your unit's procedures.
- Make temporary lodging arrangements for the newcomer and family and communicate details by personal email or phone.
- Arrange a post office box for newcomer and communicate details by personal email or phone.
- Brief supervisor about sponsorship process details and if there are any problems that have been encountered.

Arrival

- Personally meet your newcomer upon arrival or arrange for them to be met if you are unable to do so personally due to duty commitments.
 - Make sure that you directly email and/or phone them to tell them who will be meeting them upon arrival or where to go for transportation at an airport etc.
 - Make sure you bring transportation that will accommodate the entire family as well as pets.
 - Make sure that the newcomer is met by a friendly face.
- Personally take the newcomer to lodging.
- Personally take the newcomer to the Family Center and encourage them to make use of the Relocation Program.
- Introduce the newcomer to his/her commander, supervisor, key personnel and fellow co-workers.
- Show the newcomer around the base facilities such as commissary, fitness centers, chapel, and Family Center.
- Give the newcomer a community tour.
- Accompany the newcomer through in-processing and check-in procedures.

Post-Arrival

- Arrange a social gathering where the newcomer (and family) can meet co-workers and their families.
- Escort the newcomer to base housing office and assist with house hunting.
- Offer assistance with vehicle registration.
- Offer assistance with transportation needs.
- Offer help getting settled into the newcomer's new home; obtain loan closet items, if appropriate, from Family Center.
- Ensure that family has contact information for schools, medical care, child care, and other resources.