

# Sponsor Checklist



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 at <http://apps.mhf.dod.mil/esat>
- 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 the eSAT tools) 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. You should consider using the draft letters in the eSAT tools as a guide.
- 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.