



# Sponsor Checklist

Sponsorship is a vital component of a mobile military life. Relocation can be a stressful experience for both service members and their families. Your role as a sponsor helps smooth their transition to a new community, and helps create and maintain unit cohesion.

The following 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 the [Electronic Sponsorship Application and Training](#).
- Contact the newcomer via phone or email to say hello and explain the sponsorship process.
- Ask questions about the newcomer's needs. You might consider sending the needs assessment questions (downloadable from [eSAT Tools](#)) to the newcomer via email or use them as a guide during your phone conversations.
- 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 [eSAT Tools](#) as a guide.
- Make temporary lodging arrangements for the newcomer and communicate details by personal email or phone.
- Arrange a post office box for the newcomer and communicate details by personal email or phone.
- Brief your supervisor about the sponsorship process and let your supervisor know if there are any problems.
- Ensure the family has contact information for schools, medical care, child care and other resources.

## Arrival

- Personally meet your newcomer on arrival, or make other arrangements if you are unable to do so due to duty commitments.
- Make sure you let the newcomer and family know by email or phone who will be meeting them on arrival or where to find transportation, if necessary.
- Make sure to bring transportation to accommodate the entire family, including pets. Make sure the newcomer is met by a friendly face.
- Personally take the newcomer and family to their lodging facility.
- Personally take the newcomer and family to the Military and Family Support Center, and encourage them to make use of the relocation program.
- Introduce the newcomer to the commander, supervisor, key personnel and fellow co-workers. Show the newcomer around installation facilities such as the commissary, fitness center, chapel and medical facilities.
- Give the newcomer a community tour.
- Accompany the newcomer through in-processing and check-in procedures.

## Post-arrival

- Escort the newcomer to the installation housing office and assist with house hunting. Offer assistance with vehicle registration.
- Offer assistance with transportation needs.
- Offer help getting the family settled into their home. Obtain loan closet items, if available, from the