

# 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 sponsorship 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 sponsorship training on the [eSponsorship Application & Training](#) website.
- 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 it 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 upon 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 commissary, fitness centers, chapel and military and family support 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 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 military and family support center.