

# FAMILY READINESS EVALUATION CHECKLIST

DATE:

COMMAND TEAM:

EVALUATOR: BDE FRSA

UNIT: 30<sup>th</sup> ADA BDE

<b>Evaluation Checklist</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
1. Family Readiness Group Leader is appointed in writing by Commander	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Family Readiness Group registered with local installation MWR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Unit has printed copies of AR 608-1, AR 600-20 Para 6-10a, Appendix J, FS 608-2 on file and available for reference	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Annual Family Brief conducted <span style="float: right;">Date:</span>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A. Sign in rosters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Slides provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Unit has a newsletter (Quarterly or monthly depending on deployment status)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Signed Privacy Act statement from each appointed volunteer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Unit Family Readiness bank account? (optional)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A. \$10,000 or less in the account– ARMY (has not exceeded the authorized amount of \$10,000 per calendar year)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. \$1,000 average monthly balance per quarter– AIR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Unit has Treasurer appointed in writing by Commander	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Unit has Fund Authorization Letter completed by Commander	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Bi-Annual Audit Report Completed for 1 June and 1 December	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Copies of Fundraising requests with proper approvals on file	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Fundraising AARs on file	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Activities			
A. Unit conducted Family Day <span style="float: right;">Date:</span>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1. Documented on Bi-Annual Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Volunteers are registered and volunteer hours documented on <a href="http://www.myarmyonesource.com">www.myarmyonesource.com</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Any other family events?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1. Documented on Bi-Annual Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Volunteer Hours documented on <a href="http://www.myarmyonesource.com">www.myarmyonesource.com</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Annual Profile forms completed for each Service Member (short form)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Unit has a Family Readiness Group established.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

16. Unit conducts at least monthly FRG meeting during deployments. * Must have agenda and/or minutes of event	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bonus– Flyers or invitations to FRG events must have AARs for each event	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Commander and/or First Sergeant meet regularly with FRG Leaders and Family Readiness Support Assistant regularly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18.. Commander and/or First Sergeant and FRG Leaders attend Steering Committee Meetings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. FRG has an established method for welcoming incoming Soldiers, Civilians and their families to the unit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Volunteers are offered training opportunities (Training Certificates must be on file)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notes:			

UNIT POC PRINTED NAME	UNIT POC SIGNATURE	DATE
INSPECTORS PRINTED NAME	INSPECTORS SIGNATURE	DATE