



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 Military and Family Support Center.