

# 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.](http://apps.militaryonesource.mil/esat)

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](http://www.militaryonesource.mil/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](http://www.militaryonesource.mil/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, childcare 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.