

# Sponsor Checklist

**This checklist is not intended to be all inclusive. The intent is to provide helpful suggestions to the Sponsor to make the new employee's transition as smooth and stress free as possible. Save this worksheet to your computer and tailor to your needs. Sponsorship is a vital component for the new employee's transition success. Relocating is a very stressful experience for both the employee and their family. Your role as a Sponsor will help smooth the way for a quick and efficient transition to the new location and the new job. The following Sponsorship Duties Checklist will help you successfully execute your duties as a Sponsor. Please keep this handy and review it often as you work through the sponsorship process. The checklist is divided into Pre-Arrival, Arrival, and Post-Arrival tasks. This is not an all inclusive checklist for your agency. Please check with your agency to see if there are additional requirements to add to this list. Please contact the Relocation Assistance Manager for assistance with the information in this checklist at ext. 7385.**

Pre-Arrival	Check-off When Complete
Complete Sponsor Training at <a href="http://apps.mhf.dod.mil/esat">http://apps.mhf.dod.mil/esat</a> .	
Contact the newcomer via phone or email to say hello and explain the sponsorship process.	
Ask questions about the newcomer needs and family needs (use the Needs Assessment Checklist). You might consider sending the Needs Assessment Checklist to the newcomer via email or use it to guide you through the phone conversation. Advise the employee that their privacy information will be protected in accordance with the Privacy Act.	
Compose and send a welcome letter based on the newcomer's needs and your agency's procedures. Consider using the templates available on the Relocation Assistance website.	
Advise the new employee where temporary lodging is available. If not sure, please contact the Relocation Assistance Manager at ext. 7385.	
Arrange a post office box for the new employee and communicate details by personal email or phone.	
Brief supervisor about sponsorship process details and if there are any problems that have been encountered.	
<b>Arrival</b>	
Personally meet the new employee upon arrival or arrange for them to be met if you are unable to do so personally due to duty commitments.	

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Make sure that you directly email and/or phone the new employee to tell them who will be meeting them upon arrival.	
If meeting at the transportation arrival, be sure to bring transportation that will accommodate the entire family, pets, and baggage.	
Personally take the newcomer to their lodging.	
Personally take the newcomer to the Family Advocacy Office (Rm. 2-1-54).	
Personally take the newcomer to the Relocation Assistance Office (Rm. 1-1-7)	
Introduce the newcomer to the Director, Commander, Supervisor, key personnel, and fellow co-workers.	
Show the newcomer around the facility, such as the Fitness Center, ITR, Credit Union, Snack Bar, etc.)	
Give the newcomer a community tour.	
Accompany the newcomer through in-processing and check-in procedures.	
<b>Post-Arrival</b>	
Arrange a social gathering where the newcomer and family can meet co-workers and their families.	
Assist the newcomer with house hunting.	
Offer assistance with vehicle registration.	
Offer assistance with transportation needs.	
Offer help getting settled into the newcomer's new home.	
Ensure the family has contact information for schools, medical care, child care, and other resources.	