

Needs Assessment Checklist



Sponsorship is a vital component impacting unit and family readiness.

The following Needs Assessment Checklist will help you successfully execute your duties as a sponsor. Please use it as a guide when contacting your newcomer to collect the information you will need to help the family with a successful move.

Questions to ask

- Family status:** single, single parent, married, married with children, other family members, any with special needs or circumstances
- Number and ages of children:** special interests of children, interest in youth sponsorship
- Family pets:** how many, travel arrangements, boarding needs, quarantine requirements at destination
- Travel information:** car, plane, anticipated arrival date, transportation/pickup/meeting arrangements, passport/visa needs and shipping cars
- Contact information:** phone(s), email addresses, mailing address, alternate/emergency contact information
- Do you need information on any of the following:
 - Cost of living
 - Installation housing
 - Local community housing
 - Apartment/home rentals
 - Preschools
 - Elementary schools
 - Middle schools

Sponsor Training Checklist, continued

- High schools
 - Home schooling
 - Private schools
 - Child care (installation/home day care/other options)
 - Billeting/temporary lodging
 - Employment (spouse/other family members)
 - Exceptional Family Member Program
 - Temporary P.O. Box
 - Weather
 - Local community information (attractions)
 - Other
- Can I have the relocation assistance manager from the Military and Family Support Center contact you directly?