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?