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?