

CHAIRPERSON'S BINDER

Four Sections

I. Community Information

A. Unit Information

Unit Checklist: Mission Statement, Goals, Charter, Commander's Letter of Recognition, Memorandum of Appointment, Membership Roster, Chain of Concern, Chain of Command, Committees, FAC Roster, Resource List, Community Resources, Standardized Operating Procedure (SOP)

Items on this list are the documentation for your unit FRG

B. Regional Information

Region Checklist: Membership Roster, Chain of Concern, Chain of Command, Committees, FAC Roster, Resource List, Community Resources, SOPs

C. State/Territory Information

State/Territory Checklist: Mission Statement, Goals, Chain of Concern, Chain of Command, Committees, Membership Roster, FAC Roster, Resource List, Community Resources, SOP's

C. National Family Program Information

National Checklist: Mission Statement, Vision Statement, Chain of Command, Program Specialist contact Information, Resources, SOP's

II. Volunteer Management

Checklist: Volunteer Applications, agreement forms, training requirements, volunteer achievements, records of volunteer hours, documentation of volunteer recognition

III. Training

Checklist: Training Request Forms, Completed training, training documentation for reports, completed evaluations, after action reports (AAR's)...

Training Data Checklist; Names, units and contact information of those trained, Dates, locations and types of training, Instructors, presenters, subject matter experts providing or assisting training, materials used, materials provided, support (such as child care, state vehicle use, refreshments, outside agency support, etc...), Budget projection, cost

final summary, after action report, name/position title/Unit of person submitting report, submission date

Training data critical it documents training, which serves as basis for funding requests, used for volunteer recognition. Each state/Territory will be unique.

IV. Resources

A. Regulations

Regulations can be from the Department of Defense (DoD), National Guard Bureau (NGB), Army (DA), Air Force (AFI), state/territory, or local.

B. General Resources

Mini library of most often needed resources

Documentation is the Master Forms Library, blank forms for volunteer files, event planning, etc.

Keep extra copies!

C. Communication/Chain of Concern

Helpful forms, minute taking, newsletters, chain of concern intake call forms, call log form, crisis/emergency guidelines

D. Fundraising

Checklist: Copy of NGB, state/territory, and local regulations, list of what can and can't be done, checklist of information for account holders, spelled out rules regarding FRG accounts

Conclusion:

Ownership of the binder

Privacy Act

Keep it updated

CHECKLIST FOR WRITING AN OUTLINE

1 Organization

- The introduction states the main topic or idea of the outline.
- Each paragraph in your paper has a sub-topic.
- Each sub-topic describes the main idea for a paragraph.
- Supporting information and details for a sub-topic are listed under the sub-topic.
- Each piece of supporting information is listed separately.
- When supporting information is listed under a sub-topic, there are at least two pieces of information in the list. If there is only one piece of information to support a sub-topic, the information is included in the sub-topic.
- The conclusion summarizes the main idea of the outline.

2 Format

- For a sentence outline:
Each outline entry is a complete sentence with a period at the end of the sentence.
- For a topic outline:
Each outline entry is a phrase with no punctuation at the end of the phrase.

3 Spelling

- All words are spelled correctly.
- All typing errors are corrected.