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**INSTRUCTOR'S GUIDE**  
**FOR**  
**TRAINING SPONSORS**



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# I: INTRODUCTION

## • ***Purpose of this guide***

This guide was created for persons like you who are teaching sponsor how to perform their duties in the Total Army Sponsorship Program.

This guide is part of a training support package which includes:

1. A PowerPoint presentation "The Total Army Sponsorship Program."
2. Several copies of the publication, "The Sponsor's guide" (a summary of Army Regulation 600-8-8 to help sponsor better understand their responsibilities).
3. Copy of the publication "Instructor's guide for training sponsor."

## • ***Who is to use this guide***

Users of this guide include:

1. Army Community Service (ACS) staff.
2. Commanders.
3. Civilian employee supervisors.

## • ***Conducting your sponsor training session***

1. Suggested classroom setting

Your session should be conducted in a well-lighted room large enough to accommodate your sponsor.

If you plan to administer a quiz to your sponsor at the end of your training session (see Quiz on page 6), you should ensure that your sponsor are provided appropriate writing surfaces and writing materials.

2. Estimated length of session

You should allocate approximately one hour for your sponsor training session.

3. Audiovisual equipment requirements

You will need audiovisual equipment to play "The Total Army Sponsorship Program" presentation.

This audiovisual equipment will include:

- a. Laptop.
- b. Wall Screen Media player
- c. Connection cables/power cord.

## II : YOUR LESSON SUPPORT MATERIALS

You have been provided support materials to assist you with your sponsor training: "The Sponsor's Guide," a printed pamphlet and "The Total Army Sponsorship Program," a training presentation

Feel free to draw upon the information contained in these support materials while you conduct sponsor training.

- ***"The Sponsor's Guide"***

"The Sponsor's Guide" is a summary of the sponsor's tasks prescribed in Army Regulation 600-8-8. The guide contains helpful hints, step-by-step instructions and practical advice for sponsor.

You should distribute copies of "The Sponsor's guide" at the beginning of the sponsor training session.

- ***The "Total Army Sponsorship Program" presentation***

The "Total Army Sponsorship Program" is a training presentation for persons appointed as sponsor in the Total Army Sponsorship Program.

The presentation provides viewers with an overview of the Total Army Sponsorship Program.

# III : SUGGESTED LESSON PLAN FOR SPONSOR TRAINING

## • ***Introduce self to class and introduce the lesson***

At the beginning of the lesson, introduce yourself and give your sponsors an idea what they will be experiencing for the next hour.

Suggested remarks:

Hello, I'm **YOUR NAME**, and I'll be leading your training session on the duties of sponsors appointed to the Total Army Sponsorship Program.

We've tried to make this training session entertaining as well as informative, and hope that the advice we have to offer you today will help make your experience as a sponsor pleasant and rewarding.

## • ***Summarize the lesson***

Suggested remarks:

Our lesson today should take about an hour.

At the beginning of the hour, I'll give you an overview of information contained in "The Sponsor's Guide." Then I'll show you "The Total Army Sponsorship Program" presentation. Afterward, we'll spend some time discussing the presentation, and I'll answer your questions. We'll spend the rest of our time assessing what we've learned in a short true-false quiz.

## • ***Introduce and summarize "The Sponsor's Guide"***

Suggested remarks:

"The Sponsor's Guide" was created to assist people like you who are appointed as sponsors in the Total Army Sponsorship Program.

If you look at the Table of Contents of "The Sponsor's Guide," you can see that the pamphlet contains an overview of the Total Army Sponsorship Program, explains the role of sponsors, and explains how the Sponsorship Program works.

This Guide also provides you with an explanation of your sponsor duties which include:

- 1 • Writing a "Welcome Letter."
2. Handling the newcomer's relocation arrangements.
3. Assisting with inprocessing.
4. Orienting the newcomer to the unit or activity and the community.

"The Sponsor's Guide " has an appendix that lists presentation programs that may be useful to sponsors and individuals making a PCS move.

Don't despair if this is your first time as a sponsor. Very likely, the person you are sponsoring is quite capable of handling their move without too much assistance, and will only require a basic orientation to their new surroundings.

Keep in mind that being a sponsor is nothing more than being a friend. To understand your basic responsibility as a sponsor, simply think of the kind of help you would want if you were making a move, and keep this point of view in mind while dealing with your newcomer.

Above all, have fun. A sponsor's task is not a burden, it is an opportunity to make a friend and — hopefully — use some of your practical experience to reduce some of the stress that sometimes accompanies a PCS move.

• ***Introduce "The Total Army Sponsorship Program" presentation***

Suggested remarks:

We will now watch the training presentation entitled, "The Total Army Sponsorship Program" which provides an overview of the Sponsorship Program and your role as a sponsor.

I'd like you to keep some topics in mind as you watch the presentation. We will be discussing these topics later:

1. How can ACS serve as a valuable resource for relocating personnel and for sponsors?
2. How is DA Form 5434 pivotal to your sponsorship duties?
3. How do sponsors sometimes provide advice and support to relocating personnel long after they have settled at their new assignment;

• ***Show "The Total Army Sponsorship Program" presentation***

• ***Lead discussion of the presentation and answer questions***

Suggested remarks:

I'd like us to discuss some of the topics that I asked you keep in mind while we watched the presentation.

1. How can ACS serve as a valuable resource for relocating personnel and for sponsors?
2. How is DA Form 5434 pivotal to your sponsorship duties?
3. How do sponsors sometimes provide advice and support to relocating personnel long after they have settled at their new assignment?

Instructor answers additional questions.

• ***Administer a short true-false quiz***

Suggested remarks:

Here's a short true-false quiz to assess what you've learned today. You won't be graded, so feel free to consult your copy of "The Sponsor's Guide" if you're not sure about an answer.

On the next page is the suggested text of the true-false quiz.

# SPONSOR TRAINING

## TRUE-FALSE QUIZ

Check the appropriate box to indicate whether each of these statements are "True" or "False."

- | TRUE | FALSE |   |
|------|-------|---|
| [ ]  | [ ]   | 1. Relocating personnel who elect not to have a sponsor often discover that their access to ACS resources is severely restricted.<br>[FALSE]  |
| [ ]  | [ ]   | 2. There are two significant changes on the new DA Form 5434. One of these changes is a listing of the Sponsorship Program entitlements for relocating personnel.<br>[TRUE]   |
| [ ]  | [ ]   | 3. If personnel on PCS fail to ask for a sponsor at least 10 calendar days before their move, they are likely to have their request at a later date denied.<br>[FALSE]  |
| [ ]  | [ ]   | 4. One basic entitlement of relocating personnel is having no-cost transportation for themselves, their family and belongings from the airport to where they are lodged on the first night of their arrival.<br>[FALSE] |
| [ ]  | [ ]   | 5. Only uniformed Army personnel are entitled to have a sponsor.<br>[FALSE]   |
| [ ]  | [ ]   | 6. The post ACS center is a good resource for personnel about to relocate. Your ACS can provide you with information about your new assignment and might even be able to lend you an orientation videotape.<br>[TRUE]   |
| [ ]  | [ ]   | 7. The sponsor will mail the sender of the DA Form 5434 a "Welcome Letter" within ten calendar days of appointment.<br>[TRUE]   |
| [ ]  | [ ]   | 8. The Army's Automated Relocation Information System is a tracking system used by ACS staff to keep track of the time sponsors devote to their sponsorship duties.<br>[FALSE]  |
| [ ]  | [ ]   | 9. sponsors can assist incoming personnel by attending to their logistical support. However, it is inappropriate for a sponsor to use their own credit card to reserve a room for a newcomer.<br>[TRUE]                 |

• Review *the correct responses to the true-false quiz and answer additional questions*