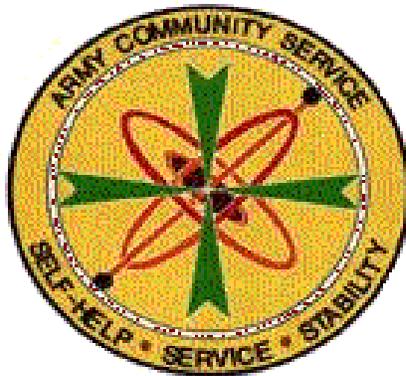


# **FAMILY READINESS GROUP**

## **Leader Basic Handbook**



**Army Community Service  
Dillard Hall  
Building 470  
Fort Leonard Wood, MO 65473  
(573) 596-0212**

# Table of Contents

<b>Family Readiness Group Overview</b>	<b>3</b>
Definition	3
Purpose	3
Roles and Responsibilities	4
<b>Getting Started</b>	<b>9</b>
Leadership and Planning	9
Membership and Participation	13
<b>Funding Your Family Readiness Group</b>	<b>14</b>
Fund-Raising	16
Uses of Funds	19
<b>Child Care Issues</b>	<b>27</b>
<b>Family Readiness Group Activities</b>	<b>28</b>
<b>Avoiding Burnout</b>	<b>29</b>
<b>Contacts For Programs</b>	<b>30</b>
<b>Emergency Contacts</b>	<b>31</b>
<b>Family Readiness References</b>	<b>32</b>
<b>Volunteer Job Descriptions</b>	<b>33</b>

*Family Readiness Groups are an integral component in family readiness. FRGs provide a network of communication between family members, the chain of command, and community resources. FRG leaders play a pivotal role in the success of their groups. The Family Readiness Group Leader Basic Handbook is a resource intended to provide a relevant and comprehensive reference for a successful FRG. DA PAM 608-47, A Guide to Establishing Family Readiness Groups, sets the parameters of the FRGs All sample forms in handbook may be reproduced as needed.*

# Family Readiness Group Overview

## Definition

A Family Readiness Group (FRG) is an organization of family members (both immediate and extended such as, mothers, fathers, aunts, uncles, etc. as specifically designated by the soldier), volunteers, and soldiers, as well as others interested in the welfare of the soldier (i.e., fiancés, retirees, etc.). The FRG provides an avenue of mutual support and assistance, and a network of communication among the family members, the chain of command, and community resources.

A Family Readiness Group is not a:

- ⊗ Baby-sitter
- ⊗ Community Taxi Service
- ⊗ Financial Institution
- ⊗ Professional Counseling Service

*Leaders have three important characteristics:  
First, they care;  
Second, they are going somewhere;  
Third, they are able to persuade others to go with them*

## Purpose

What is the main purpose of a Family Readiness Group? The **primary purpose** of any FRG is to encourage self-sufficiency among its members **by providing information, referral assistance, and mutual support**. The FRG achieves family readiness by providing an atmosphere and an agenda of activities which build cohesiveness among unit members.

Family Readiness Groups do not encourage or foster dependency; they encourage self-reliance!

Common goals for an FRG may include:

- Welcoming new families.
- Developing and providing copies of telephone trees to all FRG members within the restrictions of the Privacy Act.
- Assisting family members to focus and understand the unit's mission.
- Providing social and emotional support.

- Sponsoring briefings throughout the deployment/ mobilization/redeployment process.
- Providing information and referring families to appropriate agencies.
- Participating in development of planning for predeployment, deployment, and reunion activities.

*Remember to resource your families, not rescue them!*

***"You cannot help men permanently by doing for them what they could and should do for themselves"***  
***Abraham Lincoln***

## **Roles and Responsibilities**

The Commander is ultimately responsible for establishing the FRG; however, an FRG must be owned by its members. **Active/Reserve component service members** (Commander, Chaplain, Executive Officer [XO], Adjutant [S-1], First Sergeant [ISG], Sergeant Major [SGM]) **should only serve in an advisory or resource capacity**. This will facilitate the FRGs ability to function on its own during deployment/mobilization. Many roles exist within an FRG structure. The following may be used as role guidelines:

a. FRG Leader\*: The leader can be any family member in the unit whom the Commander has appointed and endorsed.

The FRG Leaders responsibilities may include:

- \* Becoming knowledgeable of unit mission, existing FRG operating procedures, structure, and community resources.
- \* Using existing FRG structure - *don't reinvent the wheel*.
- \* Organizing unit-level readiness groups.
- \* Tracking and recording volunteer hours.
- \* Preparing telephone trees and keeping the lists current.
- \* Obtaining names, addresses, phone numbers, and e-mail addresses of all family members, which may include extended family members and/or fiancés of single soldiers.
- \* Calling the Key Contact Person to activate the telephone tree.
- \* Attending and chairing Family Readiness Group meetings.

- \* Recruiting, training, and managing volunteers, and using community resources as needed.
- \* Writing and updating volunteer job descriptions. (See page 33-35 for samples).
- \* Ensuring communication is maintained among members.
- \* Ensuring coordination with Commander for completion of FRG Registration for new FRGs (See page 20) or Registration Renewal (page 21) at least annually or upon change of Commander or FRG office holder, completed form to be forwarded to DMWR, ACS. Changes should be reported to the Installation FRG Advisor within 15 days.
- \* Coordinating with community resources to provide training for FRG members.
- \* Maintaining communication with the Commander and/or unit Point of Contact (POC).
- \* Identifying family members' concerns and relating those concerns to unit leadership.
- \* Working in conjunction with unit leadership to minimize rumors and stress.
- \* Ensuring volunteers are recognized for their time and efforts.

b. Key Contact Person📞: Designated telephone contact volunteer.

The Key Contact Person's duties may include:

- 📞 Calling assigned FRG members.
- 📞 Maintaining up-to-date names, addresses, and telephone numbers for assigned FRG members.
- 📞 Providing timely and accurate information to family members.
- 📞 Ensuring contact is maintained, especially during deployments.
- 📞 Providing information and referral assistance to family members needing assistance.
- 📞 Working in conjunction with unit leadership to minimize rumors and stress.
- 📞 Identifying assigned FRG members' concerns and relating those concerns to the FRG Leader.
- 📞 Attending Family Readiness Group meetings.

c. Treasurer📖: Serves as the fund custodian for the Family Readiness Group.

The Treasurer's duties include:

- 📖 Keeping accurate records of FRG funds.
- 📖 Arranging for regular and change of custodian audits.

- 📖 Completion and submission of Quarterly and Annual Statement of Net Worth and Operations thru FRG Leader and Commander to DMWR, ACS. Quarterly reports due to DMWR 30 Jan, 30 Apr, 30 Jul, 30 Oct., (see page 24 & 25)
- 📖 Attending Family Readiness Group meetings.
- 📖 Providing regular reports to the unit Commander.
- 📖 Providing timely and accurate financial reports to the FRG Leader. (See pages 23-26)
- 📖 Establishing and maintaining a non-interest bearing FRG checking account. (This includes bank reconciliation's with monthly reporting to the FRG Leader.)

d. Family Readiness Group Member📖: Individual responsibilities are key to the success of the FRG and may include:

- 📖 Providing updated address and telephone numbers to the FRG Leader/Key Contact Person.
- 📖 Fulfilling any accepted volunteer responsibilities. *Additional volunteer roles may include:*

*Newsletter Editor, Welcome/Hospitality, Child Care Coordinator, Special Events, Refreshments, Health and Welfare, and Publicity. Tailor volunteer roles to meet the needs of your unit.*

- 📖 Staying informed.
- 📖 Attending and participating in FRG activities.
- 📖 Providing a communication link to other FRG members.

e. Unit Commander📖 responsibilities may include:

- 📖 Developing a family readiness plan.
- 📖 Establishing unit level FRGs, and ensuring submission of Family Readiness Group Registration to DMWR, ACS. (See page 20).
- 📖 Including family members in predeployment, deployment, mobilization, and reunion activities.
- 📖 Publicly supporting the FRG.
- 📖 Communicating regularly with the FRG Leader.
- 📖 Appointing an FRG Leader in writing.

- ☞ Ensuring regulations and standard operating procedures are available for reference.
- ☞ Ensuring that the FRG Leader is trained.
- ☞ Ensuring access to necessary equipment, facilities, and supplies during active and sustain phases of a deployment/mobilization.
- ☞ Ensuring FRG activities are not contrary to Army interests.
- ☞ Reviewing FRG financial records. (Once per quarter at a minimum).
- ☞ Ensuring FRG Leader and volunteers receive recognition for their contributions.
- ☞ Ensuring completion of Audit Verification and Registration Renewal with submission to DMWR, ACS (See page 21-22), at a minimum of 12 months, or earlier if change of command or change of FRG officer.
- ☞ Ensuring completion of management control checklist (page 36-37) annually by 1 May.

f. Rear Detachment Commander II: Active component primary Point of Contact for family members who have questions or need support during the deployment/mobilization process. The Rear Detachment Commander duties may include:

- II Providing a link (during deployment) between the FRG and the deployed unit.
- II FRG and military resources.
- II Becoming the POC for official actions.

g. Family Assistance Center: The Family Assistance Center (FAC) is a one-stop information center. A FAC provides a variety of family support services (i.e., ID cards and DEERS, CIIAMPUS, Red Cross, Army Emergency Relief, legal, information and referral, and financial) in one central location during deployment, mobilization, and disaster. ACS, at the Soldier Service Center, building 470, operates this center. In the Reserve Components, the State Area Command and Regional Readiness Commands may operate the FAC. Families need to know the location of these centers to utilize the services.

h. Senior Spouse Advisor (SSA)☞: The SSA may be the spouse of the Division, Brigade, or Battalion Commander or the spouse of the Command Sergeant Major. Spouses do not have rank. Spouses' chain of *communication* generally follows the same chain of command established by the military (i.e., communication from company to battalion to brigade, etc.). The Senior Spouse Advisor responsibilities may include:

- ☞ Providing a communication network between the command, the FRG, and families.
- ☞ Identifying common problems, concerns, and issues, and making recommendations to the appropriate level of command.

- ☞ Promoting and supporting the training of volunteers at all levels of command.
- ☞ Serving in an “advisory” capacity.
- ☞ Participating and offering assistance as needed and upon request.
- ☞ Serving on FRG Steering Committee.

i. FRG Steering Committee/Executive Advisory Committee✓: This steering committee may be formed at Brigade or Battalion level. The committee is an aid to the chairperson keeping the FRG operating smoothly. Membership may include, but is not limited to, the Commander, Command Sergeant Major, Chaplain, Executive Officer, First Sergeant, their spouses, FRG Leaders, and FRG representatives. The responsibilities of this committee may include:

- ✓ Coordinate unit resources.
- ✓ Assess unit FRGs.
- ✓ Identify issues and make recommendations.
- ✓ Provide guidance, information, and Readiness.
- ✓ Provide a link between the unit and the community.

***Note:* Military members are invited to participate but should not hold key positions in the FRG. The FRG should be able to fully function during times of deployment.**

# GETTING STARTED

## Leadership and Planning.

As the newly appointed FRG Leader\*, you should discuss the following with the commander:

- \* Command policy and philosophy on FRGs.
- \* Frequency of meetings with the Commander.
- \* Resources (i.e., access to alpha roster, use of government facilities, funds and reimbursable expenses, office space with desk and chair, access to copy machine, mailing/postage, telephone with on and off post lines, fax machine, supplies, access to computer/typewriter, access to e-mail, and transportation support).
- \* Expectations during active and sustainment levels (active is all phases of mobilization /deployment, and sustainment is non-deployment/mobilization periods).

### \* Plan the first meeting.

- \* Assess potential FRG population.
  1. Obtain and review alpha/alert rosters (available from the unit adjutant, unit administrator, or family readiness liaison).
  2. Develop and use of a survey sheet.
  3. Obtain and maintain a Family Readiness Group Questionnaire. (See page 12)
  4. Determine optimal meeting day, time, and location.

### \* Identify resources required.

1. Child Care (see Child Care section, page 27).
2. Meeting location with seating to accommodate the group (i.e., chapel, unit day room, local spouse club building/center, unit classroom, drill site, community center, school multipurpose room, youth activity center, dining facility, etc.).
3. Refreshments.
4. Set-up and clean-up.
5. Transportation.
6. Support staff for first meeting.

\* Determine the best method for marketing the FRG meeting.

1. Personal contacts via telephone.
2. Personalized invitations (mailed to family members).
3. Unit newsletters.
4. Flyers (attach to Leave and Earning Statement [LES]).
5. Installation/community newspaper.
6. Radio/television public service announcement (this is a free service).
7. Electronic marquees/bulletin boards.
8. E-mail.

\* Develop the meeting agenda. The agenda may include:

1. Welcome and sign-in table with nametags.
2. Introductions/icebreakers.
3. Overview of group norms.
  - a. Confidentiality.
  - b. Everyone is equal regardless of sponsors' rank.
  - c. Respect ideas of others.
  - d. Stay on track and avoid war stories.
4. Mission of unit (brief description).
5. Purpose and role of FRG (brief description).
6. Complete or update family information sheet.
7. Unit/FRG information (i.e., unit training schedule, upcoming events/inspections, hail and farewells, annual training etc.).
8. Ways to disseminate information.
  - a. Telephone trees (notification system)

- b. Newsletters
9. Plans for the future.
- a. Volunteer recruitment for other positions (Vice Pres., Secretary, Treasurer, etc.).
  - b. Determine type of FRG (formal/informal).
  - c. Fund-raising, (booths, fairs, car wash, bake sales, silent auctions, cookbooks).
  - d. Activities (i.e., picnics, holiday parties, outings, guest speakers, mobilization training for families, etc.).
  - e. Determine future meeting dates and time.
  - f. Family member training (i.e., AFTB, Academies, etc.).
10. Questions/answers.
11. General discussion.
12. Adjourn (social and refreshment time).

**Helpful hints for the first meeting:**

- \* Start/end on time.
- \* Stick to the agenda.
- \* Avoid cliques.
- \* Avoid mentioning and using rank.

***"Family Readiness Groups are like Maytag repairmen, nobody calls you unless something is broken!!!"***

***Roxy Parrish***

**- SAMPLE -**  
**FAMILY READINESS GROUP QUESTIONNAIRE**

**NOTICE for Activities:** A Privacy Act Statement must be furnished to the individual before this form is completed.

Name \_\_\_\_\_

Military member's name \_\_\_\_\_ Company \_\_\_\_\_

Home Address \_\_\_\_\_ Phone (H) \_\_\_\_\_

Phone (W) \_\_\_\_\_

Housing Area \_\_\_\_\_

Children \_\_\_\_\_

(Name & Ages)

Do you have transportation \_\_\_\_\_ YES \_\_\_\_\_ NO

Do you speak a language other than, in addition to, English? \_\_\_\_\_

If so, which language? \_\_\_\_\_

Do you have any other family in the area? \_\_\_\_\_

Telephone of other area family members \_\_\_\_\_

Name and telephone number of local friend or neighbor \_\_\_\_\_

Other than your spouse, who would you notify in case of emergency? \_\_\_\_\_

\_\_\_\_\_  
(Name & phone number)

Are you expecting a baby? \_\_\_\_\_ Due date \_\_\_\_\_

Hospital \_\_\_\_\_

Are you willing to assist other family members in your unit? \_\_\_\_\_

\_\_\_\_\_ Telephoning \_\_\_\_\_ Baby-sitting \_\_\_\_\_ Planning company activities

\_\_\_\_\_ Occasional transportation in housing area

\_\_\_\_\_ Assisting company newsletter representative

\_\_\_\_\_ Other

What would you like to see the FRG accomplish?

Do you have skills/talents that you would be willing to share with a small group?

**Privacy Act Statement**

Authority: 10 U.S.C. Section 3013

Principle Purpose: Information will be used to provide Readiness, outreach and information to family members prior to and during periods of family separations.

Routine Uses: None

Mandatory or Voluntary Disclosure and Effect on Individual Not Providing Information: Disclosure is voluntary.

Nondisclosure could affect the speed in which necessary services are provided to the family member by community resource agencies.

## Membership and Participation

Family Readiness Group membership is open to unit family members (immediate and extended family such as, mothers, fathers, aunts, uncles, etc.), as well as others interested in the welfare of soldiers (fiancés, retirees, etc.).

### a. Encouraging Participation:

- ⇒ Survey soldiers and family members to determine needs, interests, and frequency of meetings.
- ⇒ Offer practical activities.
- ⇒ Communicate with newcomers soon after their arrival. Offer transportation to the first meeting.
- ⇒ Make meetings brief and enjoyable.
- ⇒ Provide child care and/or child activities when possible.
- ⇒ Do not feed rumors. Although it is not possible to eliminate rumors, they can be curtailed with accurate information.
- ⇒ Present a positive image and encourage full participation.
- ⇒ Ensure that the FRG provides timely and accurate information and is not perceived as a rumor mill.

# Funding Your Family Readiness Group

*Money can be one of the knottiest issues you will face*



## Facts:

-Solicitation of Initial Entry Training (IET) soldiers on Fort Leonard Wood is expressly governed by Command Policy and must be approved by the Garrison Commander. (See Fund-Raising Section, page 16).

-The unit Commander is ultimately responsible and should do a complete audit of the FRG books at least once a year and/or at change of the custodian.

-There is a difference between Unit Funds, which are managed by the military, and the FRG Fund, which is managed by the FRG. The military cannot dictate how FRG funds are spent.

-The FRG account is not used to loan money to individuals or groups.

-In many cases, the FRG Fund is considered an informal fund. An informal fund **cannot accumulate a net worth in excess of \$1,000.**

Exception: You can raise funds in excess of \$1,000 to cover a specific event. The day after the event, there must be \$1,000 or less in the FRG account. FRGs **that have a net worth exceeding \$1,000 are subject to all Federal, State, and local taxes.**

## Tips:

- If you have questions about handling of funds, ask the Commander, Unit POC or Family Readiness Group Advisor at ACS, 596-0212, for assistance.

- The FRG Treasurer is the custodian of funds and is therefore liable for any loss or misuse of funds.

- Develop a spending plan and follow guidelines for expenditures. Be consistent. Decide what mementos will be given to members, and ensure that everyone receives the same gift.

- Include FRG members in all spending decisions.

- Designate the amount of the FRG fund that leadership can spend without consulting the membership.

- Open a non-interest bearing checking account.
- Require more than one signature on checks, as a check and balance procedure.
- Set up a ledger to closely track receipts and expenditures-KEEP RECEIPTS!!
- Conduct monthly bank reconciliations.
- Audit the account when the custodian of the account changes.

## **FUND-RAISING ☞ :**

- ☞ ☐FRGs may generate small amounts of funds through bake sales, food sales, car washes or similar occasional activities.
- ☞ ☐One thing that must be remembered is that the FRG funds are to support the purpose and mission of the FRG by providing information, referral assistance and mutual Readiness. If you cannot justify your fund-raiser "Don't do it".
- ☞ ☐Family Readiness Groups are treated like private organizations when conducting fund-raising activities.
- ☞ ☐Military personnel are not authorized to use official duty time or government property (i.e., copy machines) to support FRG fund-raisers.
- ☞ ☐Bake sales should be conducted during the lunch period or at other non-duty times that will not interfere with official duties.
- ☞ ☐The only fund-raising events currently authorized to receive official support from DA employees are the annual Combined Federal Campaign (CFC); the Army Emergency Relief Campaign (AER) and Directorate of Morale Welfare And Recreations sponsored MWR events.
- ☞ ☐Commanders are not authorized to permit DA employees to use official duty time to fund-raise/plan for fund-raisers for any organization except for CFC/AER/MWR.
- ☞ ☐DA employees who are off duty or on leave/pass MAY NOT be permitted to fund-raise in a Federal workplace. (The entrances to NAF support facilities such as the PX or bowling alley are not considered Federal workplaces. Fund-raising is permitted in such areas if approved by the occupant (DMWR/AAFES).
- ☞ ☐FRGs are prohibited from selling memorabilia (T-shirts, hats, coins, merchandise) to IET soldiers.
- ☞ ☐If fund-raising involves Initial Entry Training (IET) soldiers, the request will be submitted by the FRG thru the Company Commander, Battalion Commander, Brigade Commander, Directorate of Morale, Welfare and Recreation to the Garrison Commander. Donations from IET soldiers for bakery goods are prohibited. FRGs must set a fair and reasonable price not to exceed \$1.00 per item package. Request for fund-raiser must be submitted 30 days in advance of event. (See sample request at page 18) Generally, no FRG may solicit an IET class more than once during a training cycle. Requests for an exception to policy may be staffed to the Garrison Commander for consideration.
- ☞ ☐Fund-raisers conducted in the FRGs unit are under the approval and control of the Commander of the unit. With the exception as stated above (to IET soldiers). Within the FRG area donations are acceptable.
- ☞ /Fund-raisers conducted outside the FRG membership will require approval from the Directorate of Morale, Welfare and Recreation. These also may be conducted by donation. (See page 17)
- ☞ /Request for fundraiser must be submitted 14 days in advance of the event.

**-SAMPLE-**

REQUEST TO CONDUCT FUND RAISING EVENTS

Date

MEMORANDUM FOR Army Community Service, ATTN: Family Readiness Group Advisor,  
Fort Leonard Wood, MO 65473-8935

SUBJECT: Request to Conduct Fund Raising Event

1. Request approval for \_\_\_\_\_ (Unit FRG Name) to conduct a \_\_\_\_\_  
(Nature or type of sale), by donation, at Fort Leonard Wood.

2. Funds raised from this sale will be used for \_\_\_\_\_ (State **specific** purpose). The sale  
will be conducted on \_\_\_\_\_ (Date/Time) at \_\_\_\_\_ (Location).

3. The building manager/custodian has been contacted and coordination for this event has been established.

3. The following person(s) are responsible for supervising this sale:

\_\_\_\_\_ (Name, Address, and Telephone number)

\_\_\_\_\_ (Name, Address, and Telephone number)

\_\_\_\_\_ (Name, Address, and Telephone number)

4. The point of contact for this event is \_\_\_\_\_ (Name)/(Telephone)

(FRG Volunteer Coordinator/President)

Signature Block

Approved/Disapproved  
Commander's Signature Block

***\* Must be submitted 14 days in advance of the event.***

# -SAMPLE-

## REQUEST FOR IET SOLDIER FUND RAISER

Date

MEMORANDUM THRU

Commander, (Unit, Unit Office Symbol and Address)

Commander, (Battalion, Battalion Office Symbol and Address)

Commander, (Brigade, Brigade Office Symbol and Address)

Arm Community Service, ATTN: ATZT-CA-ACS (FRG Advisor), Building 470, Fort Leonard Wood, 65473  
Directorate of Morale, Welfare, and Recreation, Building 470, Fort Leonard Wood, MO 65473 FOR Garrison

Commander, USAEC

SUBJECT: Approval Request for (Unit FRG Name) Fund-Raising Activity Involving IET (Initial Entry Training) Soldiers

1. Request approval for \_\_\_\_\_ (Unit FRG Name) to conduct a \_\_\_\_\_ (Nature or type of sale).
2. Funds raised from this sale will be used for \_\_\_\_\_ (State **Specific** purpose) be conducted on \_\_\_\_\_ (Date/Time) at \_\_\_\_\_ (Location)
3. The building manager/custodian has been contacted and coordination for this event has been established.
4. (Give an explanation of IET soldiers role and how plans to limit the amount the IET soldiers spend.)  
Example: IET soldiers will have an opportunity to purchase a chance to throw a pie at a cadre member. Tickets are \$1.00 and soldiers are limited to a maximum purchase of five tickets. Soldiers who do not get selected for one of the pie throws will then be eligible for consolation prizes (i.e. Battalion T-shirts). Bake sale items will be priced at a fair and reasonable price, not to exceed \$1.00 per package.
5. The point of contact for this event is \_\_\_\_\_ (Name)/(Telephone)

(FRG Volunteer Coordinator/President) Signature Block

Approved/Disapproved  
Commander's Signature Block

**\* Must be submitted 30 days in advance of the event.**

## **Uses of FRG Funds:**

***REMEMBER:*** *Funds must benefit the entire group, not individuals.*

### **Appropriate fund uses include, but are not limited to:**

- Meeting refreshments.
- Deployment farewells.
- Welcome home activities.
- Child Care fees during the FRG meetings.
- Official FRG long distance phone calls.
- Mileage incurred while on FRG business.
- Postage and operating supplies in support of the FRG.
- Special activities designed to foster family involvement and prevent isolation.
- FRG volunteer training.

### **Inappropriate expenditures include, but are not limited to:**

- Dining-in.
- Hail and Farewells.
- Morale Welfare Recreational items (uniforms, sports equipment)
- Unit end-of-cycle parties.
- Donations. (scholarship funds, etc.)

-SAMPLE-

**FAMILY READINESS GROUP REGISTRATION**

Unit Office Symbol

Date

MEMORANDUM for Army Community Service, ATTN: Family Readiness Group Advisor,  
Fort Leonard Wood, MO 65473-8935

SUBJECT: Family Readiness Group Registration

1. Under the provisions of AR 210-1 and its supplement, request approval for (Unit FRG Name) \_\_\_\_\_ to exist and operate as an installation Family Readiness Group (FRG) on Fort Leonard Wood.

2. The activities of the organization and its fund will be conducted as an informal fund in compliance with AR 210-1 and its supplement.

3. The purpose of the organization is to help family members meet the challenges of military life by organizing a communication link, providing a referral source, planning special events and programs, and generating small amounts of funds to support these activities.

4. The officers are:

- a. President \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_  
E-mail \_\_\_\_\_
- b. Vice Pres. \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_  
E-mail \_\_\_\_\_
- c. Secretary \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_  
E-mail \_\_\_\_\_
- d. Treasurer \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_  
E-mail \_\_\_\_\_

5. Point of Contact: Name \_\_\_\_\_ Phone \_\_\_\_\_

Signature Block  
Unit Commander

**-SAMPLE-  
REGISTRATION RENEWAL**

\_\_\_\_\_  
FAMILY READINESS GROUP  
FORT LEONARD WOOD, MO 65473

\_\_\_\_\_  
DATE

This statement verifies that the activities and operations of the \_\_\_\_\_  
(Family Readiness Group) have been conducted in compliance with AR 210-1 and its supplement for the period  
\_\_\_\_\_ through \_\_\_\_\_ and have been conducted only for the purpose for  
which the organization was formed. Approval is requested to continue operations for the next 12-month period in  
compliance with Fort Leonard Wood guidelines for Family Readiness Groups and AR 210-1.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Commander's Signature  
Organization  
Unit Phone

Leader \_\_\_\_\_ Address \_\_\_\_\_  
Home Phone \_\_\_\_\_ E-mail \_\_\_\_\_

or

Co-Leader \_\_\_\_\_ Address \_\_\_\_\_  
Home Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Secretary \_\_\_\_\_ Address \_\_\_\_\_  
Home Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Treasurer \_\_\_\_\_ Address \_\_\_\_\_  
Home Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Copy Furnished to: Army Community Service  
ATTN: Family Readiness Group Advisor  
Fort Leonard Wood, MO 65473-8935

**(REQUIRED Annually or upon change of command)**

**-SAMPLE-  
AUDIT VERIFICATION STATEMENT**

**(FRG)** \_\_\_\_\_

**DATE** \_\_\_\_\_

Army Community Service  
Building 470-Room 1102  
ATTN: Family Readiness Group Advisor  
Fort Leonard Wood, MO 65473

I/We have examined the financial statements of \_\_\_\_\_  
FRG

at Fort Leonard Wood, MO. I/We find them to be in order (or list deficiencies).

Signed: \_\_\_\_\_ Auditor

Address/Phone: \_\_\_\_\_

(or 3 non-office holder group members)

\_\_\_\_\_ Phone \_\_\_\_\_

\_\_\_\_\_ Phone \_\_\_\_\_

\_\_\_\_\_ Phone \_\_\_\_\_

**(REQUIRED annually or upon change of command)**



-SAMPLE-  
**QUARTERLY STATEMENT OF FINANCIAL PROGRESS**  
**FOR THE PERIOD \_\_\_\_\_**  
**(FRG NAME) \_\_\_\_\_**

**1) INCOME**

a) Fund-Raising/Sales	\$ _____
b) Donations	\$ _____
c) Other	\$ _____
<b>Total Income for the Period</b>	<b>\$ _____</b>

**2) EXPENSES**

a) Child Care	\$ _____
b) Awards/Recognition	\$ _____
c) Refreshments	\$ _____
d) Reproduction/Postage	\$ _____
e) Parties/Decorations	\$ _____
f) Other	\$ _____
<b>Total Expenditures for the Period</b>	<b>\$ _____</b>

**3) NET INCOME OR NET LOSS (+, -)** \$ \_\_\_\_\_

**4) RECONCILIATION** \$ \_\_\_\_\_

a) Beginning Balance	\$ _____
b) Add Income for this Period	\$ _____

**TOTAL INCOME** \$ \_\_\_\_\_

c) Subtract Expenses for this Period	\$ _____
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**TOTAL AVAILABLE FUNDS** \$ \_\_\_\_\_

---

Signature (Treasurer)  
 Reports due 30 Jan, 30 Apr, 30 Jul, 30 Oct.  
 Copy Furnished to: Army Community Service

---

Signature (FRG Chairperson)

ATTN: Family Readiness Group Advisor  
 Fort Leonard Wood, MO 65473-8935

- SAMPLE -

**ANNUAL STATEMENT OF NET WORTH and OPERATIONS**  
**FAMILY READINESS GROUP**  
Co A, 180th EN Bn

**FOR THE PERIOD 1 Jan 1998 TO 31 Dec 1998**

1) Membership as of \_\_\_\_\_ of preceding reporting year:  
Mil\_\_ Family Members\_\_ DOD Civilian\_\_ Other\_\_ Total\_\_

2. INCOME/EXPENSE STATEMENT

a. Income

Fund-Raising/Sales	\$ 269.00
Donations	25.00
Other	<u>78.50</u>
<b>TOTAL INCOME FOR YEAR</b>	<b>\$ 372.50</b>

b. Expenses

Child Care	\$ 119.45
Awards/Recognition	45.45
Refreshments	50.00
Parties/Decorations	71.70
Speakers/Materials	10.00
Copies/Postage	0
Other	<u>0</u>
<b>TOTAL EXPENSES FOR YEAR</b>	<b>\$ 296.00</b>

c. **NET INCOME/(NET LOSS)**

(Total income less expenses) **\$ 75.90**

3. STATEMENT OF NET WORTH

a. Assets:

Checking Account	\$567.43
<b>Total Assets</b>	<b>\$ 567.43</b>

b. Liabilities

Expenses	\$ 193.33
Outstanding Bills	<u>25.00</u>
<b>Total Liabilities</b>	<b>\$ 218.33</b>

C. Net Worth (line a minus line b) **\$ 349.10**

4. Reconciliation:

Net worth at beginning of year (Ending net worth from previous year)	_____
Add net income (subtract net loss, 2c)	_____
Ending net worth (must be same as 3c)	_____

\_\_\_\_\_  
*Signature/Title*

\_\_\_\_\_  
*Organization/Phone Number*

**-SAMPLE-  
ANNUAL STATEMENT OF NET WORTH and OPERATIONS  
FAMILY READINESS GROUP**

\_\_\_\_\_  
*(\*Name of Family Readiness Group)*

**FOR THE PERIOD \_\_\_\_\_ TO \_\_\_\_\_**

1) Membership as of \_\_\_\_\_ of preceding reporting year:  
Mil \_\_\_\_\_ Family Members \_\_\_\_\_ DOD Civilian \_\_\_\_\_ Other \_\_\_\_\_ Total \_\_\_\_\_

**2. INCOME/EXPENSE STATEMENT**

a. Income

Fund-Raising/Sales	\$ _____	
Donations	_____	
Other	_____	

**TOTAL INCOME FOR YEAR** \$ \_\_\_\_\_

b. Expenses

Child Care	\$ _____	
Awards/Recognition	_____	
Refreshments	_____	
Parties/Decorations	_____	
Speakers/Materials	_____	
Copies/Postage	_____	
Other	_____	

**TOTAL EXPENSES FOR YEAR** \$ \_\_\_\_\_

**C. NET INCOME/(NET LOSS)**  
(Total income less expenses) \$ \_\_\_\_\_

**3. STATEMENT OF NET WORTH:**

a. Assets:

Checking Account	\$ _____	
------------------	----------	--

**Total Assets** \$ \_\_\_\_\_

b. Liabilities:

Expenses	\$ _____	
Outstanding Bills	_____	

**Total Liabilities** \$ \_\_\_\_\_

**C. Net Worth (line a minus line b)** \$ \_\_\_\_\_

4. Reconciliation:

Net worth at beginning of year (Ending net worth from previous year)	_____
--	-------

Add net income (subtract net loss, 2c)	_____
--	-------

Ending net worth (must be same as 3c)	_____
---------------------------------------	-------

\_\_\_\_\_  
*Signature/Title*

\_\_\_\_\_  
*Organization/Phone Number*

**\*Insert your FRG name and reproduce as needed.**

Copy Furnished to: Army Community Service  
ATTN: Family Readiness Group Advisor  
Fort Leonard Wood, MO 65473-8935

## Child Care Issues

The provision of childcare is one of the major factors in the success of your FRG. Child Development Services (CDS) should be your first stop after leaving the Commander's office to explore childcare options. Some childcare options include, but are not limited to:

1. Volunteer Child Care in Unit Setting (VCCUS)
  - a. CDS will provide training for unit volunteers.
  - b. Someone on site must be certified in CPR.
  - c. Child Care must be provided on site (with parents).
  - d. Location should be evaluated for safety.
2. Short Term Alternative Child Care (STACC)
  - a. Provided by CDS.
  - b. On-site with parents.
  - c. CDS charges for this service.
  - d. Total paid staff required will depend on the number and ages of the children.
3. Parent Co-op. Certified Baby-sitters (i.e., American Red Cross). Check with CDS for local policy and procedures.

***"If everyone is thinking alike, then someone isn't thinking"***  
***General George S. Patton.***

## Family Readiness Group Activities

During the active phase (period of time when all or part of the unit is preparing for deployment/mobilization), you will find increased participation in your FRG. During the sustainment phase (period of time when the soldier is at their home station), the family members may have less need to interact with their FRG.

The following are suggested activities in support of the active and sustainment phases of an FRG.

### Active ❖

- ❖ Family Information Sheets/Telephone Tree updates.
- ❖ Predeployment/Deployment/Mobilization briefing participation.
- ❖ Information updates.
- ❖ Holiday parties.
- ❖ "Hi Honey" videotape to send to soldiers.
- ❖ Personal development workshops (i.e., Stress Management, Time Management, Coping with Separation, children's issues during deployment, children's workshops, etc.).
- ❖ Homecoming and Reunion training.
- ❖ Welcome activities.
- ❖ Volunteer training and recognition.
- ❖ Care package assembly.

### Sustainment ❖

- ❖ Adopt a local charity (i.e., orphanage, hospital, nursing home, shelter, school, etc.).
- ❖ Holiday parties.
- ❖ Volksmarches and fun runs.
- ❖ Marriage enrichment sessions.

- ✿ Dining facility family night.
- ✿ Coed sports activities.
- ✿ Welcome activities.
- ✿ Update Family Information Sheets and test telephone trees.
- ✿ Volunteer training and recognition.

***"Nothing is interesting if you 're not interested"***

***Helen Macinness***

### **Avoiding Burnout**

- Stop and take a breath.
- Evaluate what you are doing and set priorities.
- Take care of yourself and your family first.
- Consider using a phone answering machine.
- Don't try to be "all" to all.
- Mutual Readiness goes both ways - *ask for help!!*
- Look for your own Readiness - friends, family, church, ACS.
- Do not over-extend yourself.
- Know your limits.
- Make sure you eat and sleep as regularly as possible.
- Stick to caring, and let the Army do its part in delivering specific services.
- Dysfunctional families will devour you - *refer to professional organizations.*
- Understand and stick to the role assigned to you.
- Learn resources for referring problems and follow through.
- Don't judge success by numbers.
- Don't measure success in "thank yous."
- Don't compare your group to others - it's not a competition.
- Seek advice from senior spouses - they've been where you are now.
- Learn ways to delegate.
- Leadership is a risk - don't try to please everyone.
- Don't be afraid to try something new.
- *Don't reinvent the wheel- -use the systems in place!!!*
- *Be yourself!!!*

## CONTACTS FOR PROGRAMS AND SERVICES

	BUILDING	ROOM #	TELEPHONE
ADOPTION SERVICES:	470	1107	329-6944
ALCOHOL AND DRUG ABUSE PREVENTION & CONTROL PROGRAM (ADAPCP):	495	Ground Floor	596-0938
<b>ARMY COMMUNITY SERVICE (ACS):</b>			
-Army Emergency Relief Program:	470	1102	596-0186
-Army Family Team Building	470	1102	596-0212
-Family Advocacy Program:	470	1109	596-0212
-Briefings		-Educational Resource Library	
-Family Violence Prevention Services		-Respite Child Care	
-Parenting Readiness/Mentor of Moms (MOM)		-Youth Outreach	
-Safety Education for Children			
-Family Member Employment Assistance Program (FMEAP):	470	2218	596-0174
-Financial Planning and Assistance (FPA) and Consumer Affairs:	470	1102	596-0186
-Food Pantry	470	1102	596-0186
-Installation Volunteer Program:	470	1102	596-0212
-New Parent Readiness Program (NPSP)	802		329-6301
-Relocation Assistance Program:	470	1126	596-0186
CHAPEL:	315		596-0088
CHILD DEVELOPMENT SERVICES (CDS):			
-Coordinator:	470	1109	596-0200
-Registration:	470	1111	596-0238
COMMUNITY MENTAL HEALTH SERVICES	310	Ground floor	596-1507
CONSUMER CREDIT COUNSELING SERVICE:	470	1102	329-2533
HOUSING:	470	1217	596-0998
HEALTH PROMOTION CENTER:	310	Ground floor	596-0491
LEGAL SERVICES:			
-Legal Assistance	1706		596-0629
-Legal Services: Administrative Law	1705		596-0626
SOCIAL WORK SERVICE (SWS) COUNSELING:	310	Ground floor	596-0521
PULASKI COUNTY ARMED SERVICES YMCA OF THE USA:	470	1104	329-4513
YOUTH SERVICES:	625		596-3031

# EMERGENCY CONTACTS

## AIDS INFORMATION

National Sexually Transmitted Disease Hotline:  
800-227-8922  
National AIDS Hotline: 800-342-AIDS  
Pulaski County Health Dept.: 573-736-2217  
Epidemiology Clinic (GLWACR): 596-0519  
Community Health Nurse: 596-0518

## AMERICAN SUICIDE FOUNDATION 800-531-4477

## CHILD AND SPOUSE ABUSE REPORTS

### To report child abuse:

Missouri Child Abuse Hotline: 800-392-3738

### In Army-operated activities:

CID (duty hours): 596-0273

Military Police (after duty hours): 596-6141

### To report spouse abuse:

Military Police: 596-6141

### For information:

Social Work Services: 596-0521

Family Advocacy Program: 596-0212

Pulaski County Division of Family Services: 774-6121

CHAPEL: 24-hour Help Line: 596-4357

## COUNSELING: (INDIVIDUAL, GROUP, FAMILY)

General Leonard Wood Army Community Hospital  
(GLWACH):

Social Work Services: 596-0521

Community Mental Health: 596-1507

Alcohol and Drug Counseling: 596-0119

## CRISIS SHELTER

Pulaski County Crisis Center: 774-2628

## LAW ENFORCEMENT

Military Police: 596-6141

St. Robert Police: 336-4700

Waynesville Police: 774-2414

Pulaski County Sheriff: 744-6196

Off-Post emergency: 911

## LEGAL OFFICE

Legal Services: 596-0629

Victim Assistance: 596-0626

## MEDICAL EMERGENCY

Ambulance: On-post 596-2155 Off-post 911

Emergency Room: 596-2157

### For information:

Family Advocacy Program: 596-0212

Social Work Service: 596-0521

## PARENTAL STRESS HELP-LINE

800-367-2543

## SUPPORT SERVICES

Army Community Service: 596-0212

Community Health Nurse: 596-0518

Health Promotion Center: 596-0491

Parents As Teachers: 329-6660

New Parent Support Program: 329-6301

## **FAMILY READINESS REFERENCE AND POINTS OF CONTACT**

Family members should contact FAC's, post libraries, the Chaplain's Office and the Adjutant General's office for reference and inquiry materials.

Family members can usually order one copy of a regulation and some official pamphlets by submitting DA Form 4569, USAAPC Requisition Code Sheet, through their unit to the address below:

Baltimore Publications Center  
2800 Eastern Boulevard  
Baltimore, MD 28220

Units may order publications using DA Form 4569.

Several pertinent Army Regulations and DA Pamphlets are:

AR 27-3	---	Legal Assistance
AR 30-19	---	Army commissary Operation Policies
AR 40-121	---	Uniformed Services Health Benefit Program
AR 210-1	---	Private Organizations of Department of Army Installations
AR 210-50	---	Installation Family Housing Management
AR 600-75	---	Exceptional Family Member Program
AR 608-1	---	Army Community Service Program
AR 608-9	---	Survivor Benefit Plan
AR 608-10	---	Child Benefit Plan
AR 608-18	---	The Army Family Advocacy Program
AR 640-3	---	ID Cards, Tags, and Badges (Reserve and Guard Dependent ID Card)
AR 930-5	---	American National Red Cross Service Program
DA PAM 25-51	---	The Army Privacy Program-System Notices & Exemption Rules
DA PAM 55-2	---	It's Your Move
DA PAM 352-5	---	The Army Family - Partnership
DA PAM 360-525	---	Family Assistance Handbook for Mobilization
DA PAM 360-531	---	Your Personal Affairs – A Checklist
DA PAM 608-28	---	Handbook on Volunteers in Army community Services
DA PAM 608-39	---	Exceptional Children: An Army Parent Handbook
DA PAM 608-42	---	Handbook on Information and Referral service for Army Community Service
DA PAM 608-43	---	A Guide to Family Member Pre-Deployment Briefings
DA PAM 608-47	---	A Guide to Establishing Family Support Groups (this can be found on the internet at <a href="http://books.army.mil/cgi-in/bookmgr/books/P608_47/CCONTENTS">http://books.army.mil/cgi-in/bookmgr/books/P608_47/CCONTENTS</a> )

## VOLUNTEER JOB DESCRIPTIONS

### FAMILY READINESS GROUP VOLUNTEER OPPORTUNITY

Leader/Coordinator

RESPONSIBLE TO: Commander or Rear Detachment Coordinator

**JOB DESCRIPTION:**

- Initiate programs and activities to improve the quality of Army family life
- Recruit volunteers to implement programs
- Organize meetings to disseminate information
- Analyze and determine family needs
- Coordinate with commander among functions and program leaders
- Review program execution including rewards and recognition
- Help identify available resources

TIME REQUIRED: 20 to 30 hours per month (on call); one-year commitment

IN-SERVICE TRAINING: Workshops

**QUALIFICATIONS AND SPECIAL SKILLS:**

- Knowledge of family Readiness programs, unit structure and procedures
  - Ability to persuade people to get things done
- 

Editor, Company FRG Newsletter

RESPONSIBLE TO: Company FRG Chairperson

**JOB DESCRIPTION:**

- Editor for monthly company newsletter. Manages the following functions and committees:
- Announcements
- Art
- Circulation
- Distribution
- Layout
- News Reports
- Photography
- Proofreading
- Special Features
- Typing

**UNIT READINESS NEEDED:**

- Complete and timely family information
- Copy facilities and supplies
- Postage
- Military Information

TIME REQUIRED: 10 to 20 hours per month, one-year commitment

IN-SERVICE TRAINING: Workshops

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### **FRG Publicity Chairperson**

RESPONSIBLE TO: FRG Leader

PURPOSE: To inform all soldiers and family members of FRG of all activities (ongoing and upcoming)

JOB DESCRIPTION:

- Inform new members of the purpose and structure of the FRG
- Prepare information for soldier at in-processing
- Follow up with contact person
- Communicate with chairperson unit S-1/contact person, company contact persons/reporters
- Disseminate information through contact persons newsletter, flyers, mailings, public announcements at meetings, unit bulletin boards
- Get work out using organized unit Readiness structures

UNIT SUPPORT NEEDED:

- Identification of key contact person
- List of FRG contact persons
- Timely information
- Typing, word processing equipment
- Mailing services

TIME REQUIRED: Up to 10 hours per month

QUALIFICATIONS/SKILLS:

- Communication skills
  - Innovativeness
- 

### **Hospitality Coordinator**

RESPONSIBLE TO: FRG Leader

PURPOSE: To make newcomers feel welcome and cared for

JOB DESCRIPTION:

- Keep up with news of incoming families, newly married couples, new babies, illness in the family from contact persons.
- Send flowers and card to home or hospital as appropriate
- Inform FRG of incoming families without “welcome” packets
- Gather information on the number and ages of children in each family and their special interests
- Extend invitations to upcoming FRG activities and otherwise make sure newcomers feel welcome

TIME REQUIRED: Up to 10 hours per month, six-month commitment

QUALIFICATIONS AND SPECIAL SKILLS: Like to meet and be with people; enthusiastic

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### **Fund-Raising Key Person**

RESPONSIBLE TO: FRG Leader

JOB DESCRIPTION:

- Coordinate fund-raising events to ensure that funds are available for the group’s activities
- Submit requests for fundraising events to Director of Morale Welfare & Recreation for approval. If outside FRG membership
- Recruit volunteers and delegate work
- Determine requirements and logistics
- Develop work schedule
- Keep Leader informed Account for funds

UNIT SUPPORT NEEDED: Unit schedule; reproduction equipment

TIME REQUIRED: Ten hours per month; one-year commitment

IN-SERVICE TRAINING:

- Communication Skills
- Public Relations Skills

QUALIFICATIONS AND SPECIAL SKILLS: Outgoing personality  
SKILLS, KNOWLEDGE & ABILITIES THAT WILL BE GAINED:

- Supervisory and managerial experience
  - Organizational/communication skills
- 

#### Activities Coordinator

RESPONSIBLE TO: FRG Leader

PURPOSE: Development of an activities calendar

JOB DESCRIPTION:

- Solicit ideas, interests through newsletter, at coffees and newcomer orientations and at pre-deployment briefings
- Coordinate location, date, time with FRG leadership
- Establish committees for each activity
- Recruit other workers through all publicity channels and motivate them
- Be familiar with the unit training schedule (timing is essential)
- Coordinate financial needs with treasurer, FRG leadership
- Coordinate publicity with newsletter editor and publicity coordinators

UNIT SUPPORT NEEDED:

- Training schedule
  - Occasionally detailing personnel for large events
  - Phone numbers
  - Access to equipment and distribution system
- A unit point of contact, such as chaplain, S-1 or Rear Detachment Commander

TIME REQUIRED: Three to six months

QUALIFICATIONS AND SPECIAL SKILLS:

- Motivation and ability to generate interest in others
- Time to devote to the job
- Innovativeness

SKILLS, KNOWLEDGE & ABILITIES THAT WILL BE GAINED:

- Ability to recognize needs and interests
- Communication and interpersonal skills
- Ability to determine resource requirements
- Ability to work with and request assistance from sources of resources and assets
- Ability to organize

***Completion by FRG Leader and Commander, annually by 1 May, copy to DMWR, ACS..***

***FAMILY READINESS GROUP (FRG) MANAGEMENT CONTROL CHECKLIST***

1. Has the list of FRG Officers been provided to Directorate of Morale, Welfare, and Recreation (DMWR), Army Community Service (ACS) within the last six months?  
Yes \_\_\_\_\_ No \_\_\_\_\_ Explain below
2. a. Has your FRG completed a memorandum to be approved to exist and operate as an informal fund with DMWR, ACS?  
Yes \_\_\_\_\_ No \_\_\_\_\_ Explain below  
b. Does DMWR, ACS have a current listing of all FRG elected officers?  
Yes \_\_\_\_\_ No \_\_\_\_\_ Explain below
3. Is only one individual responsible for fund custody, accounting and documentation?  
Yes \_\_\_\_\_ No \_\_\_\_\_ Explain below
4. Does this individual report annually to the commander as appropriate concerning the funds existence and purpose, financial status, or upon occurrence or suspicion of irregularities associated with the fund?  
Yes \_\_\_\_\_ No \_\_\_\_\_ Explain below
5. Has the bank account been reconciled to the ledger cash in the bank?  
Yes \_\_\_\_\_ No \_\_\_\_\_ Explain below
6. Has an annual budget been prepared and approved by the board?  
Yes \_\_\_\_\_ No \_\_\_\_\_ Explain below
7. Are accounting records maintained that track all income and expense?  
Yes \_\_\_\_\_ No \_\_\_\_\_ Explain below
8. Are quarterly financial statements prepared and presented to the FRG members and the Commander?  
Yes \_\_\_\_\_ No \_\_\_\_\_ Explain below
9. Was an audit conducted upon change of the treasurer?  
Yes \_\_\_\_\_ No \_\_\_\_\_ Explain below
10. Are minutes of the FRG meetings prepared? Does the Commander receive a copy?  
Yes \_\_\_\_\_ No \_\_\_\_\_ Explain below
11. Has the cash on hand balance exceeded \$1000 during the year?  
Yes \_\_\_\_\_ No \_\_\_\_\_ Explain below
12. a. Was there an approved written plan supporting the need for any excess cash?  
Yes \_\_\_\_\_ No \_\_\_\_\_ Explain below

b. Was the cash on hand balance reduced to less than \$1000 immediately following the event that required the cash?

Yes \_\_\_\_\_

No \_\_\_\_\_ Explain below

13. Have all fund raisers, involving other than FRG members, been approved by DMWR, ACS?

Yes \_\_\_\_\_

No \_\_\_\_\_ Explain below

14. Has the FRG earned income of more than \$1000 during the year from individuals/activities involving other than FRG members or have a balance of more than \$1000?

Yes \_\_\_\_\_

No \_\_\_\_\_ Explain below

15. Are FRG funds used for activities that support the entire group rather than specific individuals?

Yes \_\_\_\_\_

No \_\_\_\_\_ Explain below

16. Are FRG funds used for items that are provided by other installation activities such as: AER, ACS, Red Cross, etc.?

Yes \_\_\_\_\_ Explain below

No \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Commander's Signature/Date  
Organization  
Unit Phone

\_\_\_\_\_  
\_\_\_\_\_ FRG Leader's Signature/Date  
Phone

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