

## Squadron Command Team Involvement Checklist

	Always Attend	If Possible	Pass	Ceremonies/Official Events - Does this mean missing work and/or hiring a sitter?
				Change of Command (CoC) Other Squadrons
				CoC Group
				CoC Wing
				Group/Wing Commander Dinners
				ALS Graduations/NCO Academy/Promotion and Award Events

		Always	Pass	Gifts - What's your budget? Be consistent throughout/Ethics rules
				Spouses Welcome
				Spouses Going Away
				Babies
				Holiday Gifts

Lead	Volunteer	Attend	Pass	Squadron Family Events
				Halloween
				Thanksgiving
				Christmas/Holiday Office/Children Events
				Easter
				Periodic Spouse Socials
				Meal Trains - Always the same number of days

	Manage	Contribute	Pass	Communication
				Facebook - Squadron Page
				Other Communication Methods
				Pass on information from M&FRC/Squadron/Group/Wing

Lead	Volunteer	Attend	Pass	Key Support Liaison
				Key Support Liaison Training
				Key Support Periodic Events
				Key Support Liaison Mentor

**Current as of 31 May 2024**