

Anchored4Life

School Liaison Checklist

- School Liaison will attend Anchored4Life orientation and receive access to website.
- Sponsoring military branch will select locations to be trained in Anchored4Life.
- School Liaison will market and publicize Anchored4Life through Military and School channels.
- Once selected, sponsoring military branch will send: School Liaison, location's name and address, location's Tier level, and any foreseen implementation obstacles.
- Information Sharing and Introductory Calls are scheduled by Anchored4Life, and School Liaison will attend the scheduled calls.
- When location confirms training dates, Anchored4Life will send an email with training information to location and School Liaison to ensure participation.
- School Liaison will attend the full Tier 1 training (Initial, refresher, annual) or Tier 2 orientation/ongoing support. After attending the full training/orientation/ongoing support. School Liaison will attend the first 2 hours of additional training/orientation/support sessions.
- School Liaison will assist with training logistics, as needed.
- School Liaison will watch the Adviser Support videos, and participate in events and showcases to support participating locations.
- School Liaison will be copied on training emails to ensure participation.
- School Liaison will follow up with locations to determine if any additional support is needed.
- School Liaison will verify receipt of services rendered to a participating location and review orders submitted by participating locations to stay within allocated fund requirements.
- School Liaison will assist location at training in the absence of an Adviser.
- School Liaison will assist location when location is unable to implement the club features or not submitting monthly activity reports.
- School Liaison will continue to share any locations to be trained in Anchored4Life.
- School Liaison will share great ideas, suggestions, and/or concerns with Contractor/Service HQ and Anchored4Life.