

SFRG Leader Binder (sample)

Company Name: _____

Commander's Name & Number: _____

Volunteer Team Information:

Volunteer	Position	Phone	E-mail

Required Paperwork:

	Signed SOP
	Signed Appointment Letter for all Key Volunteers (Treasurer, Key Caller, etc.)
	Copy of SFRG Fund Registration Form
	Treasury Report – Monthly and Quarterly
	Privacy Act Statement
	Confidentiality Agreements
	Volunteer Training Certificates
	Volunteer Registrations and Job Descriptions (VMIS)
	Official SFRG Roster
	Total number of Soldiers and Family Members
	Copies of Meeting Agendas
	Copies of Meeting Minutes
	Sign in sheets from all meetings and functions
	Program Evaluations (optional)
	Yearly SFRG Budget/Spending Plan
	After Action Reports for SFRG Events
	SFRG Key Individuals Phone Roster (CFRR, Commander, Chaplain, etc.)