



# New Guy Checklist

| New Member Name | CVMA # | Area | Sponsor |
|-----------------|--------|------|---------|
|                 |        |      |         |

| Event                                      | POC           | Suspense       | Completed | Remarks |
|--|---------------|----------------|-----------|---------|
| Initial Contact                            | XO<br>b/u Adj | 2 days         |           |         |
| Attend CVMA Event                          | Member        |                |           |         |
| Provide Application                        | XO/ADJ        | 2 days         |           |         |
| DD214/Service Records                      | Individual    |                |           |         |
| Application/DD214 Submitted                | Adj           |                |           |         |
| @ Approval Commander Welcome               | CO            | 2 days         |           |         |
| Sponsor assigned                           | Adj           | 4 days         |           |         |
| Welcome letter// materials                 | XO            | 4 days         |           |         |
| Add to google group                        | Adj           | 4 days         |           |         |
| Meeting/Call with CO                       |               | Within 1 Month |           |         |
| Meeting/Call with XO                       |               | Within 1 Month |           |         |
| Meeting/Call with Adjutant                 |               | Within 1 Month |           |         |
| Meeting/Call with SAA                      |               | Within 1 Month |           |         |
| Safety brief (Safety officer)              |               | Within 1 month |           |         |
| Area Rep Intro Meeting – in person desired |               | Within 2 weeks |           |         |

| Event   | POC | Suspense       | Completed | Remarks |
|---|-----|----------------|-----------|---------|
| Sponsor provided overview of CVMA 27-4 <ul style="list-style-type: none"> <li>- Mission</li> <li>- Key events</li> </ul> Google group (comms) |     | Within 2 Weeks |           |         |
| Vest layout discussion <ul style="list-style-type: none"> <li>- show example layout</li> </ul> ensure they know how to order patches          |     |                |           |         |
| Review of group riding SOP  |     |                |           |         |
| New guy check out ride  |     |                |           |         |