

Yellow Ribbon (YR) Network Annual Checklist
(For reporting period January 1, 2016-September 30, 2016)
Due September 30th, 2016

DATE:

YR NETWORK NAME: _____

YR NETWORK POINT OF CONTACT: _____

1. Complete establishment of YR Networks in MN communities:

- Meeting regularly; # _____ of meetings per year
- Established effective meeting practices: meeting reminder email prior to meeting, meeting agenda and minutes, meeting begins and ends on time, meeting minutes sent to committee members promptly
- Established internal communication process to communicate to committee outside of meeting time

Comments/Action Commitment for Completion:

2. All key areas represented on committee:

- City Leadership; Name of Representative _____
- Public Safety; Name of Representative _____
- Faith Based Organizations; Name of Representative _____
- Veteran Organizations; Name of Representative _____
- Businesses/Employers; Name of Representative _____
- Social Service/Medical Providers; Name of Representative _____
- Educators/Youth Organizations; Name of Representative _____
- Unit Representative (if applicable); Name of Representative _____

Comments/Action Commitment for Completion:

3. YR Steering Committee:

- Action Plan has been updated and commitments from key community areas completed
- Action Plan updated with new action items/objectives to meet current needs
- Process developed to market YR Network to SMs, Veterans and MFMs
- Local media contact(s) identified to publish events and Good News stories
- Discussion and plan for awarding Yellow Ribbon Coins to volunteers/organization supporting mission
- Connection made with all known military recruiters in area

Comments/Action Commitment for Completion:

4. Confirm County Veteran Service Officer (CVSO) partnership

- Arrange to have CVSO placed on YR Network agenda (intro, share veteran needs in county, discuss partnership opportunities, determine how the network can help)
 - Date of CVSO Presentation: _____

Action commitment for partnership:

5. Confirm nearest Workforce Center Veteran Employment Representative partnership:

- Arrange to have Workforce Center Employment Representative placed on YR Network agenda (intro, share veteran needs, discuss partnership opportunities, determine how can the network help)
 - Date of Workforce Center Employment Representative Presentation: _____

Action commitment for partnership:

6. Confirm Family Assistance Center (FAC) Representative partnership:

- Arrange to have FAC representative placed on YR Network agenda to educate on their role and to discuss partnership opportunities, needs of military families (determine how the network can help)
 - Date of FAC Presentation: _____
- Partner with FAC representative to ensure all community resource partners are connected
- Confirm local FAC Representative is copied on all YR Network assistance requests
 - Number of YR Network assistance requests this reporting period: _____

Action commitment for partnership:

7. If armory or airwing YR Network, confirm Airman and Family Readiness (AFR) and Family Readiness Support Assistant (FRSA) Representative partnership:

- Arrange to have AFR/FRSA Representatives placed on YR Network agenda to educate on their role and to discuss partnership opportunities (needs of families, determine how the network can help)
 - Date of FRSA/AFR Presentation: _____
- Partner with AFR/FRSA representatives to ensure all community resource partners are connected

Action commitment for partnership:

8. Confirm local Employer Support of the Guard and Reserve (ESGR) Representative Partnership:

- Arrange to have ESGR Representative placed on YR Network agenda (intro, ESGR education, discuss partnership opportunities, determine how the network can help)
 - Date of ESGR Presentation: _____

Action commitment for partnership:

9. Confirm City Leader partnership:

- All city leaders are aware of Yellow Ribbon Network
- City leaders show visible recognition of military within community
- Confirm City leaders have contact information to connect community members to YR Network
- Annual update of Yellow Ribbon Network to city leaders completed

Comments/Action Commitment for Completion:

10. Confirm all business association partnerships:

- Identify all possible business partnerships within YR community (Professional Clubs, Chambers, Downtown Business Associations, Rotary and Business Communities)
- Confirm YR Network has connected to the business community
- Confirm YR Network has connected the business community to local Workforce Centers. Is assistance needed from business community to the Workforce Center Veteran Representative?
 - Confirm or establish financial literacy support resources are available and connected to YR Network (If no local resources, connect with the Pro Bono Committee of the Financial Planning Association of Minnesota at probono@fpamn.org or 612-750-5237 to identify a local resource).
- Encourage large businesses to participate in the YR Company Program
- (Optional) Identify all health/wellness businesses in the community willing to provide health/wellness services/education to veterans, SM and MFMs
- Confirm connection of any local YR Company (ies) to YR Steering Committee
 - # of YR Companies in community _____

Comments/Action Commitment for Completion:

11. Confirm YR Network has volunteer capabilities to support Service Member (SM), Veteran and Military Family (MFM) needs:

- Confirm YR Network has at least 30 volunteers available to provide assistance
 - # of active volunteers in network _____
- If not, identify plan to connect volunteer groups to YR Network (IE: faith based communities, large business employee groups, Boy/Girl Scouts, 4H, Civic Organizations, Veteran Orgs, Honor Society, etc.)

Comments/Action Commitment for Completion:

12. Confirm YR Network Social Service/Medical Provider partnerships:

- YR Network knows all Tricare Medical and Mental Health and Substance Abuse/Chemical Dependency Resources available in community
- YR Network can call upon at least two mental health and Substance Abuse/Chemical Dependency providers accepting Tricare to assist in local SM, Veteran or MFM crisis
- Connection made with all local Behavioral Health entities (IE: Crisis hotlines, other nonprofit entities)
- Connection made with all Substance Abuse/Chemical Dependency treatment centers (inpatient and outpatient facilities and hospital based and non hospital based programs)
- YR Network aware of state Family Program, Military Youth and Risk Reduction/Suicide Prevention (R3SP) Resources
- Arrange to have local MN Assistance Council for Veterans (MAC-V) Representative placed on YR Network agenda (intro, discuss partnership opportunities, determine how the network can help)
 - Date of MAC-V Presentation: _____

Comments/Action Commitment for Completion:

13. Confirm YR Network Public Safety partnerships:

- Confirm Public Safety awareness of military family and veteran support/crisis resources
- Confirm public safety ongoing awareness/training commitment
- Confirm awareness of School Resource Officers to YR Network and resources
- Confirm all Public Safety has contact information to connect community members to YR Network

Comments/Action Commitment for Completion:

14. Confirm YR Network Faith Based partnerships:

- Confirm faith based awareness of military family and veteran support resources
- Confirm all faith based organizations in community have been contacted and aware of YR Network and establishing processes to connect their members
- YR Network aware of all faith based resources available to military families
- Confirm all Faith Based Leaders have contact information to connect with YR Network

Comments/Action Commitment for Completion:

15. Confirm YR Veteran Organization partnerships:

- Confirm all Veteran Organizations involved and partnering with YR Network
- Confirm Veteran Organizations partnering with YR Network on recognition and honor events
- Confirm Veteran Organizations identifying and connecting veterans, SM and MFMs to YR Network

Comments/Action Commitment for Completion:

16. Confirm YR Network School/Youth partnerships:

- Confirm all schools have identified military children within their schools and are educated on military youth support resources (public, private, charter schools)
- Confirm school awareness of Dept of Education military support web page and Beyondtheyellowribbon.org site, K-12 toolkit availability, military youth resources
- Confirm all-school awareness of local YR Network –are school employees aware?
- Confirm school leader/administration ongoing awareness/training program
- Identify additional youth programs that need to be aware of YR Network (4-H, Scouts, Honor Societies, church youth groups, Civil Air Patrol, Explorer Posts, etc)
- Confirm process to recognize graduating seniors entering the Armed Forces
- (Optional) Community/Steering Committee action during month of the military child (April)
 - List military youth support activities during April: _____

Comments/Action Commitment for Completion:

17. Report on YR Networks:

- Identify challenges and successes of YR Networks

- Tell us about your challenges/successes!

- Identify solutions to challenges

- Report successes for recognition

- Identify educational/need opportunities for YR Networks (what do you need to know? what can you learn from each other? what do you need?).

- This is your chance to tell us what we can help with, and what we can do to make you even more successful.

<p>Comments:</p>
