



DEPARTMENTS OF THE ARMY AND AIR FORCE
Illinois Army and Air National Guard
1301 North MacArthur Boulevard, Springfield, Illinois
62702-2399

DMAIL-JS-FA (608)

15 May 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Illinois National Guard State Family Readiness Conference

1. The Fourteenth Annual Illinois National Guard State Family Readiness Conference will be held 25-27 July 2003. The conference will be held at the Crowne Plaza on 3000 South Dirksen Parkway, in Springfield, Illinois.
2. A tentative agenda (enclosure 1) is attached. Attendees must submit the conference registration form (enclosure 2), Level 1 Army Family Team Building Online Certificate of Completion, and all other applicable forms **no later than 1 July 2003**. Detailed information about each breakout session (enclosure 3) and AFTB Online Instructions (enclosure 6) are provided.
3. Funding from the Family Readiness Office is available to approved **Army civilian volunteers only**. A current DA Form 4712, Volunteer Agreement for Appropriated Fund Activities (enclosure 8) must be on file in the Family Readiness Office to be considered an approved volunteer. Civilian volunteers who live outside the commuting distance (50 + miles) of Springfield, Illinois must also submit an Invitational Travel Order Request Form (enclosure 4).
4. National Guard soldiers/airmen must coordinate with their unit of assignment for participation in a drill or annual training status. Funding for Air National Guard volunteers must be done through each wing Family Readiness Coordinator. Major Commands requiring additional IDT Travel funds to support the conference need to contact CPT Wendell Lowry at (217) 761-3549 or Wing Financial Representative.
5. Childcare will be provided for children 12 years of age and under. The childcare registration form (enclosure 5) and a fee of \$25.00 per family should be enclosed with the conference registration form.
6. All meals are at own expense. Attendees must make their own reservations at the hotel **no later than 1 July 2003**. To make reservations at the hotel, please call (217) 529-7777. Make sure you reference "**Illinois National Guard Family Readiness Workshop**". There is a \$55.00 room charge per night. Each attendee is responsible for all fees upon checkout. Only those attendees on orders and living outside of the commuting distance will receive reimbursement for lodging, meals, and travel costs. Volunteers who live within the commuting distance will only receive reimbursement for one round trip of mileage.

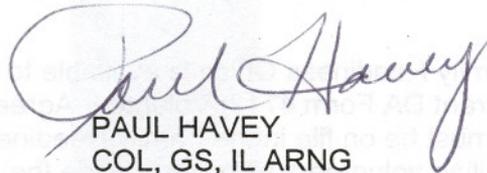
DMAIL-JS-FA

SUBJECT: Illinois National Guard State Family Readiness Conference

7. All forms should be sent to Family Readiness Program, 1301 North MacArthur Boulevard, Springfield, IL 62702-2399. All checks or money orders must be made payable to Family Program Fund. Any checks returned for non-sufficient funds will incur a \$25.00 fee in addition to the original cost.
8. An awards presentation will be held on Sunday, July 27th. An Awards Nomination Form (enclosure 7) is provided if there is anyone whom you wish to recognize. Please fill out the form completely and return no later than **15 June 2003** to the Family Program Office.
9. A confirmation of registration will be sent to each perspective attendee after all forms are received in the Family Program Office. If you do not receive a confirmation by 10 July 2003, please contact the office at the numbers listed below.
10. We hope you will be able to attend the Family Readiness Conference. Your expertise, enthusiasm, and support are critical to the improvement and expansion of the Family Readiness Program. If there are any questions or concerns, contact LT Jennifer Fallert at 1-800-832-9225 or (217) 761-3413.

FOR THE ADJUTANT GENERAL:

9 Encls
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PAUL HAVEY
COL, GS, IL ARNG
Deputy Chief of Staff
Information Management

DISTRIBUTION:

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VOLUNTEER NETWORK

Illinois National Guard

Family Readiness Workshop 2003 Tentative Agenda

"Promoting self-reliant soldiers and families"

Friday, July 25

1600-2000	Registration	Main Lobby
1600 -1700	Unit/Wing Display Set-up	Plaza F
	Workshop Staff/Presenters Meeting	Ruby Room
1700-1900	Information Exchange	Plaza F
	First Time Attendees Orientation	Plaza A

Saturday, July 26

0700-0900	Registration	Main Lobby
0800-0900	Childcare Open	Sangamon & Illinois Room
0900-1030	Opening Ceremonies	Sapphire Room
	Prelude Music	
	Presentation of Colors	
	National Anthem	
	Invocation	
	Welcoming Remarks	
	LT Jennifer Fallert, State Family Program Coordinator	
	State of the Illinois Guard Address	
	The Adjutant General of Illinois	

1030-1045 Break

1045-1200 Breakout Session #1

◆ <i>Staying Connected</i>	Plaza A
◆ <i>Let's Go Fishing!</i>	Plaza B
◆ <i>"The Link"- Liaison and FRG Cohesion</i>	Plaza C
◆ <i>Taking Care of Yourself So You Can Take Care of Others</i>	Plaza D
◆ <i>Chatroom – The Deployment Cycle</i>	Plaza E

1200-1330 Lunch on own

1330-1445 Breakout Session #2 Sapphire Room

◆ <i>The Gemstones Adventure</i>	Plaza A
◆ <i>Basic Web Page/Newsletter Design</i>	Plaza B
◆ <i>7 Habits of Highly Effective Families</i>	Plaza C
◆ <i>Chatroom – The Deployment Cycle</i>	Plaza E
◆ <i>Do you know where the \$ went?</i>	Plaza D

1445-1500 Break

1500-1615 Breakout Session #3

◆ <i>How to get Started – FRG Establishment/Revitalizing</i>	Plaza C
◆ <i>The Black and White & the Gray - Military Benefits</i>	Plaza D
◆ <i>Staying Connected</i>	Plaza A
◆ <i>"The Link"- Liaison and FRG Cohesion</i>	Plaza E
◆ <i>Let's Go Fishing!</i>	Plaza B

1615-1630 Break

1630-1700 General Session Sapphire Room
 LT Jennifer Fallert, State Family Program Coordinator

1700-1900	Dinner on own	
1900-1930	Social/Networking	Sapphire Room
1930-2200	Networking/Dance	Sapphire Room
2200	Childcare Closed	

Sunday, 27 July

0800-0900 Childcare Open
 0815-0850 Religious Services
 0900-1100 General Session
 Director, Special Staff
 USO of Illinois
 Awards Presentation

Sangamon & Illinois Rooms
Plaza E
Sapphire Room

1100-1230 Lunch on own
 1230-1345 Breakout Session #4

- ◆ *The Gemstones Adventure*
- ◆ *7 Habits of Highly Effective Families*
- ◆ *Basic Web Page/Newletter Design*
- ◆ *Do you know where the \$ went?*
- ◆ *The Black and White & the Gray - Military Benefits*

Plaza A
Plaza C
Plaza B
Plaza E
Plaza D

1345-1400 Break
 1400-1430 Conference Critique/Travel Form Completion
 1445-1530 Closing Session

Various
Sapphire Room

LT Jennifer Fallert, State Family Program Coordinator

1530-1700 Workshop Staff Meeting/Display Breakdown
 1530 Childcare Closed

Plaza F

**ILLINOIS NATIONAL GUARD FAMILY READINESS CONFERENCE
REGISTRATION FORM
25-27 July 2003**

LAST NAME _____ FIRST NAME _____ MI _____

ADDRESS: _____
Street City State Zip

HOME PHONE: _____ CELL PHONE: (if available) _____

Email Address: _____

ARMY: _____ AIR: _____
Unit/Battalion/Brigade Base/Wing/Squadron/Flight

What position do you hold in your unit/wing Family Readiness Group? _____
(i.e. Secretary, Treasurer, Liaison, etc.)

Army Civilian volunteers only -Do you live 50 miles or more from Springfield?
(If yes, complete Orders Request Form) (Circle One) YES NO

Will your child(ren) be in attendance? (Circle One) YES NO
(If yes, complete the childcare registration form. There is a \$25.00 fee per family for childcare, meals, and activities.)

Do you wish to have your personal contact information in the Conference Directory for all attendees to have access to? (Circle one) YES NO

Have you completed Level I AFTB? (Circle One) YES or NO
(If no, refer to enclosure 6 for instructions of AFTB)
(If yes, enclose copy of Level I certificate with registration form)

Saturday Schedule of Breakouts:

Your First Preference

Your Second Preference

1045-1200 _____

1045-1200 _____

1330-1445 _____

1330-1445 _____

1500-1615 _____

1500-1615 _____

Sunday Schedule of Breakouts:

Your First Preference

Your Second Preference

1015-1130 _____

1015-1130 _____

Please return this form by **1 JULY 2003** – Make checks or money orders payable to **FAMILY PROGRAM FUND**. Mail completed registration form, childcare registration form (if applicable), orders request form (if applicable), and Level 1 AFTB Completion Certificate to:
FAMILY READINESS OFFICE, ATTN: 2LT JENNIFER FALLERT, 1301 NORTH MACARTHUR BOULEVARD, SPRINGFIELD, ILLINOIS 62702-2399

For additional information, please contact LT Jennifer Fallert at (217) 761-3413 OR (800) 832-9225.

DETAILED BREAKOUT INFORMATION

Breakout Session 1 (Saturday, 1045-1200)

FR 101 - Let's Go Fishing

Have you ever wondered why your motivation was "slumping"? Have you ever wondered why you cannot get others excited, motivated, and passionate about your Family Readiness Group? If so, this is for you!!! We will discover how a bunch of slimy, stinky, icky, fish will give you a boost to your attitude and motivation! Bring your fishing poles and "Let's Go Fishing."

FR 102 - Staying Connected

This session will offer ideas and suggestions to family members when a soldier/airmen goes on deployment or other types of separation. We will address what the military member can do to help with the stress of being away, how to support their spouse "from afar" with the children, and specifically how to help youth feel connected through separation and reunion. Learn what others are doing and share your experiences on this important topic.

FR 103 - Liaison and FRG Cohesion Training

Training on the role of the unit liaison and the FRG and how they work together.

FR 104 - Taking Care of Yourself So You Can Take Care of Others

Stressed out, tired, and out of sorts, chances are that it is due to taking care of everything but yourself. This course will provide some practical advise on keeping yourself healthy and less stressed.

FR 105 - Chatroom – The Deployment Cycle

In this session, you will discuss the dynamics that affect families when soldiers/airmen are scheduled for deployment, what happens during deployment, and after deployment. We will offer tips to help make the Family Readiness process occur more smoothly from deployment to reunion.

Breakout Session 2 (Saturday, 1330-1445)

FR 201 - The Gemstones Adventure

Gemstones is a fun and interactive personality system that promotes the development of social skills and education. Whether maintaining friendships, getting a job, working with volunteers, or parenting your children, Gemstones helps in understanding the life skills necessary to successfully survive in our increasing competitive society.

FR 202 - Basic Web Page/Newsletter Design

The Internet is here to stay! It is time for the Family Readiness Program to come into the new millennium and get on the technology bandwagon. This course will give tips on how to develop a website and how to explore different ways to make your website a primary resource tool for your families. We will also discuss basic ingredients for a Family Readiness newsletter and how it can positively affect your program.

FR 203 - 7 Habits of Highly Effective Families

This course will provide some common sense principles put forth in the 7 Habits of Highly Effective Families to help participants see the wisdom in creating a plan for their families that will act as a guide and constitution for them. It will empower participants with enough confidence on the development procedures that they will be able to go home and start the process....and perhaps share the process with other Family Readiness program volunteers.

FR 204 - Chatroom – The Deployment Cycle

In this session, you will discuss thee dynamics that affect families when soldiers/airmen are scheduled for deployment, what happens during deployment, and after deployment. We will offer tips to help make the Family Readiness process occur more smoothly from deployment to reunion.

FR 205 - Do you know where your \$\$\$\$ went?

BUDGET, BUDGET, BUDGET!!!! "Live within your mean!" This course discusses some basic budgeting ideas for keeping yourself out of financial difficulty in your Family Readiness Group as well as your personal life.

Breakout Session 3 (Saturday, 1500-1615)

FR 301 – How to Get Started-FRG Establishment/Revitalization

This course will discuss ideas and concepts on how to start or revitalize your unit FRG. Topics discussed will include job descriptions, the "group concept", and basic volunteer information to feel effective in a NEW family.

FR 302 – The Black and White and the Gray – Military Benefits

This course helps us learn the difference between peacetime and wartime benefits and entitlements.

FR 303 - Staying Connected

This session will offer ideas and suggestions to family members when a soldier/airmen goes on deployment or other types of separation. We will address what the military member can do to help with the stress of being away, how to support their spouse "from afar" with the children, and specifically how to help youth feel connected through separation and reunion. Learn what others are doing and share your experiences on this important topic.

FR 304 - Liaison and FRG Cohesion Training

Training on the role of the unit liaison and the FRG and how they work together.

FR 305 - Let's Go Fishing

Have you ever wondered why your motivation was "slumping"? Have you ever wondered why you cannot get others excited, motivated, and passionate about your Family Readiness Group? If so, this is for you!!! We will discover how a bunch of slimy, stinky, icky, fish will give you a boost to your attitude and motivation! Bring your fishing poles and "Let's Go Fishing."

Breakout Session 4 (Sunday, 1015-1130)

FR 401 - The Gemstones Adventure

Gemstones is a fun and interactive personality system that promotes the development of social skills and education. Whether maintaining friendships, getting a job, working with volunteers, or parenting your children, Gemstones helps in understanding the life skills necessary to successfully survive in our increasing competitive society.

FR 402 - 7 Habits of Highly Effective Families

This course will provide some common sense principles put forth in the 7 Habits of Highly Effective Families to help participants see the wisdom in creating a plan for their families that will act as a guide and constitution for them. It will empower participants with enough confidence on the development procedures that they will be able to go home and start the process....and perhaps share the process with other Family Readiness program volunteers.

FR 403 - Basic Web Page/ Newsletter Design

The Internet is here to stay! It is time for the Family Readiness Program to come into the new millennium and get on the technology bandwagon. This course will give tips on how to develop a website and how to explore different ways to make your website a primary resource tool for your families. We will also discuss basic ingredients for a Family Readiness newsletter and how it can positively affect your program.

FR 404 - Do you know where your \$\$\$\$ went?

This course discusses rules and regulations on how to manage unit Family Readiness Group checking accounts. We will also discuss personal finance challenges and solutions.

FR 405 – The Black and White and the Gray – Military Benefits

This course helps us learn the difference between peacetime and wartime benefits and entitlements.

FAMILY READINESS INVITATIONAL TRAVEL ORDER REQUEST

DATE REQUESTED: 1-May-2003

NAME:

SSN:

DATES OF TRAVEL:

PURPOSE: Family Readiness Conference

TRAVEL FROM (Street, City, and State):

TRAVEL TO (City, state): Springfield, IL

RETURN TO: (Street, City, and State if available):

MODE OF TRAVEL: personal vehicle or riding with _____
(CIRCLE ONE)

Additional Comments: Per diem is not payable under this order. Reimbursement will be for Travel Expenses Only.**

COMPLETED BY FAMILY PROGRAM OFFICE _____

Account Classification:

213 2065 18-1011 P131G20.1A 21T2 QACS G11597 S11115 JF0

Round Trip Mileage: _____ * _____ (cents/mile) = \$ _____

of days @ 75%: _____ * _____ (\$ food/day) + \$ _____

of days at 100%: _____ * _____ (\$ food/day) + \$ _____

of days lodging: _____ * _____ (location rate) + \$ _____

Miscellaneous Expenses: _____ + \$ _____
(i.e. Airfare, rail or bus tickets, etc.)

TOTAL COST ESTIMATE: \$ _____

Approved/Disapproved

JENNIFER M. FALLERT
2LT, AG, IL ARNG
State Family Program Coordinator

ILLINOIS NATIONAL GUARD FAMILY READINESS CONFERENCE
CHILDCARE REGISTRATION
PLEASE COMPLETE AND RETURN WITH \$25.00 PAYMENT

Parent's Name: _____

(FOR CHILDREN 12 AND UNDER)

Children's Names: _____ Age _____
_____ Age _____
_____ Age _____
_____ Age _____

SPECIAL INSTRUCTIONS:(i.e. feeding schedule, allergies, etc.)

.....
CHILDCARE GUIDELINES

1. Discipline - Absolutely no physical punishment will be used; time-out will be used instead. If discipline becomes a problem the parent will be notified. If the problem continues, the child will need to be removed from childcare by the parent.
2. Medication - This is the parent's responsibility to administer at the proper time. No childcare provider will administer or hold medication of any kind.
3. Food - Lunch will be provided on Saturday and Sunday. Snacks will be provided both Saturday and Sunday morning. For infants, please provide in writing a feeding schedule and any extra food they will need.
4. We are not responsible for lost or broken items.
5. All personal items must be labeled with the child's name.
6. PLEASE KEEP IN MIND THAT CHILDCARE PROVIDERS ARE VOLUNTEERING THEIR TIME, THEY WILL NOT BE EXPECTED TO TOLERATE INAPPROPRIATE BEHAVIOR.

I hereby voluntarily waive any claim against the Illinois National Guard and Volunteers, or the United States of America for any or all causes which may arise in connection with the participation of the above named child(ren) in the Illinois National Guard Annual State Conference Childcare.

I HAVE READ AND AGREE TO ABIDE BY THE ABOVE GUIDELINES.

Signature of Parent/Guardian

Date

Army Family Team Building Training - Level I

To begin AFTB Training Level I go to www.armyfamilyteambuilding.org/home.asp

Go to "Net Trainee".

For **new users** go to "Click here to register".

* Click on AFTB Net Trainer

→ Register

* Input general information, (i.e., name, address, etc.), select community (**NGB-Illinois**), category (**Volunteer**), Grade (**N/A**), and enter commercial phone number.

* Follow remaining prompts.

* Once registration has been completed and you have your new user name and password, click on the "On Line Training" and begin Level I.

* Follow the prompts through each session, completing all of the exercises.

* Once Level I is completed, print out two copies of the training certificates. Provide the State Family Readiness Office with a copy (with registration paperwork) and keep a copy for yourself.

**Illinois National Guard - Family Readiness Program
Awards Nomination Form**

NOMINEE: Please specify if nominee is individual ____, group ____, or a family. (Check which one applies.)

NAME: _____

ADDRESS: _____

PHONE NUMBER: _____

ARMY GUARD UNIT: _____

AIR GUARD WING: _____

I. AWARD RECOMMENDED:

- _____ Elizabeth Armstrong Award
- _____ Family of the Year Award
- _____ Unit of the Year Award
- _____ Wing of the Year Award
- _____ Youth of the Year Award
- _____ Minuteman Pin
- _____ Illinois Plaque
- _____ Certificate of Appreciation & "I Am The Guard", "We Are The Guard Family", or "I Am A Guard Wife" Creed Poster (Circle One)
- _____ State Program Pin

CATEGORY: Check one. Some nominations may fit appropriately into more than one category. Please choose the one you feel is most appropriate.

- | | |
|-----------------------------------|------------------------------|
| _____ Arts and Humanities | _____ Assistance to Families |
| _____ Community Involvement | _____ Environment |
| _____ Employer Support | _____ Unit Wellness |
| _____ Unit Readiness/Mobilization | |

NOMINATOR:

NAME: _____

ADDRESS: _____

PHONE NUMBER: _____

TITLE AND ORGANIZATION (IF APPLICABLE):

RECOMMENDATION: Justification for award. Summary highlighting why individual or family should receive this award. (If additional space is needed, please attach extra pages to this form.)

Multiple horizontal lines for writing the recommendation.

FINAL DISPOSITION: (Completed by State Family Readiness Coordinator Only)

APPROVED/DISAPPROVED AND DATE:

MEDAL/CERTIFICATE NUMBER IF APPLICABLE:

CATEGORY: Check one. Some nominators may fit appropriately into more than one category. Please choose the one you feel is most appropriate.

- Assistance to Families
Environment
Unit Wellness
Arts and Humanities
Community Involvement
Employer Support
Unit Readiness/Mobilization

NOMINATOR:

NAME

ADDRESS

PHONE NUMBER

Enclosure 7

Enclosure 7

VOLUNTEER AGREEMENT FOR APPROPRIATED FUND ACTIVITIES

For use of this form, see AR 608-1; the proponent agency is OACSIM

PRIVACY ACT STATEMENT

AUTHORITY: 10 USC, Section 1558, Secretary of the Army; E.O. 9397 (SSN); and Army Regulation 608-1, Army Community Service Center.

PRINCIPAL PURPOSE: To document voluntary services provided by an individual, including the hours of service performed, and to obtain agreement from the volunteer on the conditions of accepting the performance of voluntary service.

ROUTINE USES: None.

DISCLOSURE: Voluntary. However, failure to complete the form may result in an inability to document the type of voluntary services and hours performed.

PART I

1. I desire to volunteer my services to the _____ at
(Organization/Unit)

_____ on _____
(Installation) *(Anticipated Hours/Day(s) of Week)*

Program at _____
(Installation)

2. DESCRIPTION OF VOLUNTEER SERVICES

3. I expressly agree that my services are being provided as a volunteer and that I will not be an employee of the United States Government or any instrumentality thereof while performing the above described services, except for certain purposes relating to compensation for injuries occurring during the performance of approved volunteer services, tort claims, the Privacy Act, and criminal conflicts of interest. I expressly agree that I am neither entitled to nor expect any present or future salary, wages, or other benefits for these voluntary services. I agree to be bound by the laws and regulations applicable to voluntary service providers and agree to participate in any training required by the installation or unit in order for me to perform the voluntary services that I am offering.

a. TYPED OR PRINTED NAME OF VOLUNTEER	b. VOLUNTEER SSN	c. DATE OF BIRTH (YYYYMMDD)
d. SIGNATURE OF VOLUNTEER		e. DATE (YYYYMMDD)
4a. TYPED OR PRINTED NAME OF ACCEPTING OFFICIAL		
4b. SIGNATURE OF ACCEPTING OFFICIAL		4c. DATE (YYYYMMDD)

PART II - TO BE COMPLETED AT END OF VOLUNTEER'S SERVICE BY VOLUNTEER SUPERVISOR

5. VOLUNTEER TIME DONATED			
a. YEARS (2,087 hours = 1 year)	b. WEEKS	c. DAYS	d. HOURS
e. SIGNATURE OF VOLUNTEER			f. TERMINATION DATE (YYYYMMDD)
6a. TYPED OF PRINTED NAME OF SUPERVISOR	6b. SIGNATURE OF SUPERVISOR		6c. DATE (YYYYMMDD)

VOLUNTEER AGREEMENT FOR APPROPRIATED FUND ACTIVITIES

For use of this form, see AR 608-1; the proponent agency is OACSIM

PRIVACY ACT STATEMENT

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ROUTINE USES: None.

DISCLOSURE: Voluntary. However, failure to complete the form may result in an inability to document the type of voluntary services and hours performed.

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Program at _____
(Installation)

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a. TYPED OR PRINTED NAME OF VOLUNTEER	b. VOLUNTEER SSN	c. DATE OF BIRTH (YYYYMMDD)
d. SIGNATURE OF VOLUNTEER	e. DATE (YYYYMMDD)	

4a. TYPED OR PRINTED NAME OF ACCEPTING OFFICIAL		
4b. SIGNATURE OF ACCEPTING OFFICIAL	4c. DATE (YYYYMMDD)	

PART II - TO BE COMPLETED AT END OF VOLUNTEER'S SERVICE BY VOLUNTEER SUPERVISOR

5. VOLUNTEER TIME DONATED			
a. YEARS (2,087 hours = 1 year)	b. WEEKS	c. DAYS	d. HOURS
e. SIGNATURE OF VOLUNTEER			f. TERMINATION DATE (YYYYMMDD)
6a. TYPED OF PRINTED NAME OF SUPERVISOR	6b. SIGNATURE OF SUPERVISOR		6c. DATE (YYYYMMDD)