

## **Sons of The American Legion**

### **Buddy Check Program Packet**

This packet includes all resources needed for successful Buddy Checks:

- Buddy Check Scripts
- Volunteer Guide
- Buddy Check Tracking Sheet

This version is formatted in a clean, neutral, professional style with no Detachment-specific branding.

### **Section 1: Buddy Check Scripts**

Buddy Checks are about connection, care, and camaraderie — not recruitment or dues. The goal is to ensure members feel valued, remembered, and supported as part of the Sons of The American Legion family.

#### **1. Phone Call Script – General Check-In**

Greeting:

“Hi [Member’s Name], this is [Your Name] from the Sons of The American Legion, Squadron [###]. How have you been?”

If they respond positively:

“That’s great to hear! We’re reaching out to check in with our members and make sure you’re doing okay. How’s everything going with you and your family?”

If they mention challenges:

“Thank you for sharing that. Is there anything we can do to help, or would you like me to have someone from the Squadron reach out?”

Include updates:

“We’ve got a few things happening soon — [mention local or detachment events]. We’d love to see you there.”

Closing:

“Thanks for your time today. We just wanted you to know you’re always part of the SAL family.”

## 2. Text Message Version

“Hey [Name], this is [Your Name] from Sons of The American Legion Squadron [###]. Checking in to see how you’re doing — we’re reaching out to all members as part of our Buddy Check program. Hope you and your family are well!”

## 3. In-Person Visit Script

Greeting:

“Hi [Name], it’s [Your Name] from the Sons of The American Legion. We’re doing our Buddy Checks and wanted to stop by and say hello.”

Check-in:

“How have you been? We just want to make sure you're doing okay and staying connected.”

Offer support:

“Is there anything you need or any way we can help?”

Invite:

“We’ve missed seeing you! We’ve got [event/meeting], and it’d be great to see you there.”

## 4. Email Template

Subject: SAL Buddy Check — Just Checking In

Dear [Name],

I hope this message finds you well. I’m reaching out as part of the Sons of The American Legion Buddy Check program. We wanted to take a moment to check in and make sure you’re doing okay.

If there’s anything you need or if you’d like to reconnect with the Squadron, we would love to hear from you.

Yours in service,

[Your Name]

Sons of The American Legion Squadron [###]

## **Section 2: Buddy Check Volunteer Guide**

The Buddy Check program is designed to strengthen connections within the Sons of The American Legion by ensuring all members feel supported, valued, and remembered.

### **1. Purpose of Buddy Checks**

Buddy Checks are not about dues or obligations. They are about people — listening, supporting, and reconnecting.

### **2. Planning the Buddy Check**

- Choose a Buddy Check date or week.
- Obtain an up-to-date membership roster.
- Divide members among volunteers.
- Provide scripts and tracking sheets.
- Remind volunteers to protect privacy.

### **3. Making the Contact**

- Introduce yourself clearly.
- Explain the purpose of the call: to check in.
- Listen more than you speak.
- Avoid discussing dues unless asked.
- Share updates or upcoming events.
- End by thanking them.

### **4. Handling Concerns or Needs**

- Listen without judgment.
- Document concerns on the tracking sheet.
- Notify Squadron leadership if assistance is needed.
- Do not give legal, medical, or financial advice.

### **5. Recording and Reporting**

Documentation ensures follow-up happens. Track:

- Date and type of contact
- Notes
- Follow-up needed
- Urgent concerns

### **6. Follow-Up Procedures**

- Contact members who need additional assistance.
- Invite them to meetings or events.
- Continue outreach throughout the year.

### **7. Key Reminders for Volunteers**

- Be respectful and compassionate.
- Maintain confidentiality.

