

# SEMPER CONNECTED

## HOW TO USE SEMPER CONNECTED TOOLKIT

### 1. Collecting contact information to create a social roster

**Step 1:** “Make a Copy” of the [Semper Connected Contact Information Google Form](#) and rename the copy with your unit name. **\*\*\*DO NOT MODIFY THIS DOCUMENT\*\*\***. It has been created this way to protect privacy of information.



**Step 2:** Send the link for the new *Semper Connected Contact Information* Form via your DRC/URC, your unit facebook page, or as determined by the command.

Detailed instructions for using the *Semper Connected Contact Information* Google Form included below.

### 2. Making Connections via phone calls, emails or letters

Making connections is very personal. There is no “right way” to do this but some options are included below.

**PHONE CALLS:** Review “*How to make connections with spouse and family members by phone*” and begin making phone calls with the phone numbers collected from the *Semper Connected Contact Information* Google Form.

- ★ Consider sending a text message first letting the spouse or family member know that you will be calling to say hello
- ★ Use the [Semper Connected Phone Log](#) (Google Form) to take notes
  - Make a Copy of the Form
  - Rename the Form
  - Click the Eye Icon  “Preview” in the Upper Right corner to fill in the information
  - You can fill this form again with each new contact
  - View all responses with the “Responses” tab and create a spreadsheet by clicking the “Sheets” icon 

**EMAILS and LETTERS:** Review the *Semper Connected Sample Welcome Letter* that can be sent via email or USPS. Feel free to edit and “make it your own”; include your personal touch or use it as is.

- ★ Include an invitation to the next unit or spouse/family social event
- ★ Enclose your contact information

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