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
  o Make a Copy of the Form
  o Rename the Form
  o Click the Eye Icon “Preview” in the Upper Right corner to fill in the information
  o You can fill this form again with each new contact
  o 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