



Edmonton

Military Family Resource Centre

Military Families: Strength Behind the Uniform

La famille : la force conjointe

Centre de ressources des familles militaires

d'Edmonton

PRE-DEPLOYMENT CHECKLIST

Adapted from Preparing for Deployment Stress – A National Defence publication of the Directorate of Health Treatment Services 2000

The following is a **checklist** to guide you while you plan for the unexpected and routine aspects of daily life prior to a deployment or work-related absence.

FINANCIAL

- Budget (A good resource: financial counsellor/SISIP)
- Create an emergency fund
- Accounts & safety deposit boxes (Online banking passwords, Banking access PIN #, keys, location of bank books, if applicable)
- Investments
- Allotments
- Income tax
- Payment Plan for monthly bills (Phone/cell, Cable, Rent/Mortgage etc.)
- Suspend deploying members cell phone plan or put on “vacation plan”

HOME

- Mortgage/rent renewal
- Property tax
- Home insurance
- Security – codes, company contact info
- Maintenance & warranties (seasonal care)
- Computer passwords (ex: create a password book)
- Extra house keys
- Lawn maintenance and snow removal

INFORMATION TO KNOW

- Members Rank, Service number, Unit
- Mailing info for CAF member
- Care package drop off location(s)
- Unit Family Support Representative
- Up-to-date MFRC Family Information Form submitted.
- Edmonton Military Family Resource Centre 780-973-4011 ext. 6300
- Padres
- Family Info Line: 1-800-866-4546
- CFMAP: 1-800-268-7708

HEALTH & WELLNESS

- Insurance (claim form and numbers)
- Dental plan (claim form and numbers)
- Medical records
- Emergency plan
- Family Care Plan
- Health Cards
- R2MR for Families (Road to Mental Readiness)

**For additional resources and information contact MFRC Deployment
780-973-4011 ext. 528-6304 | Deployment@mfrcedmonton.com**



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LEGAL

- Will
- Important paperwork including, court documents, Marriage Certificate, Divorce Papers, Adoption Papers, Custody Agreements, Immigration Papers
- Power of attorney
- Legal Guardianship (children)
- Life insurance
- List of all important documents and where they are located
- Up-to-date documents for Next of Kin

SOCIAL MEDIA

- Up-to-date video chat software
- International texting and calling plan
- Chat with CAF Member/loved one regarding social media updates and operational security while deployed

TRAVEL

- Passport for all family members
- Visa
- Immunizations up-to-date
- Letter of consent to travel outside of Canada alone with your child(ren) (travel.gc.ca)

VEHICLE

- Maintenance schedule & service records
- Insurance and renewal
- Registration & driver's license
***Reminder for renewals in Alberta are not mailed out**
- Mechanic – Phone number/Roadside Assistance number/Warranty info
- Seasonal care
- Storage
- Extra keys

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