

Shilo Military Family Resource Centre

Member Readiness Binder



This document was adapted from the PMFRC
OP Family Readiness Binder

USE OF THE FAMILY READINESS BINDER

The Family Readiness Binder was developed by the Petawawa Military Family Resource Centre to provide CF members and loved ones the tools they need to be deployment ready. MFRC's strive to ensure families have planned for the CF member's absence and return by assessing their family's needs, and to ensure they are ready for any emergencies at home or with their CF member while deployed. This binder was designed to provide CF members and loved ones with tools, skills and resources that they can implement in their daily lives and has been modified to meet the needs of the CFB Shilo community.

Should you choose to use this binder to its full potential, please consider who you show it to, who you discuss it with and where you keep it. Once it is fully completed, this binder will contain much of your personal information. If this binder is accessed by the wrong person, you may not only be compromising your own security, but also that of your deployed member and the success of the operation.

To ensure that this information is kept secure, think about doing the following:

- Keep this binder in a secure location
- Shred any information removed from the binder due to the personal content
- Do not advertise that you have the binder. The information is to assist you during a deployment. If you know of someone who could use this binder, please refer them to the MFRC and we will provide them with information about the binder.
- You may want one - two friends or relatives to know about this binder, and where you keep it in case of emergencies. Make sure they understand the implications of sharing information with others.
- Be wary of what you post online. Information can travel quickly on the internet, and in many different directions. You may think only a certain group of people are seeing the information you post, however that may not always be the case.
- Respect others who may be in the same situation. They may keep their binder secure. Unless they want you to know, please do not ask.

If you have any questions, concerns or want a copy of this document, please contact the Shilo MFRC Deployment Coordinator or visit the MFRC website at cafconnection.ca/shilo.

Shilo Military Family Resource Centre
Deployment Coordinator
(204) 765-3000 ext.4555
alexa.kullberg@forces.gc.ca

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CANADIAN FORCES MEMBER INFORMATION: Share this following information with someone you trust.

DESCRIPTION	INFORMATION
NAME	
RANK	
SERVICE NUMBER	
HOME UNIT	
UNIT ATTACHED TO (IF DIFFERENT)	
DEPLOYMENT DATES	
NAME OF MISSION OR OPERATION	
BIRTHDATE	
ALLERGIES/MEDICATIONS	

FAMILY SUPPORT NETWORK

The Family Support Network are designated military personnel who remain at the unit home location during an overseas deployment. These individuals are responsible to bridge communication between the family and member overseas in the event of an emergency. Members of the Family Support Network can also answer questions about the mission and make referrals to local resources. The MFRC and the Family Support Networks strive to maintain a strong relationship to best meet the needs of deployed military families. Contact information for your units Family Support Network can be found at the unit or the MFRC Deployment Coordinator.

MY FAMILY SUPPORT NETWORK CONTACTS		
NAME	NUMBER	EMAIL

POWER OF ATTORNEY

Power of Attorney is a legal document that authorizes someone to act as an agent on one’s behalf. The document provides the security that you may need to make decisions for your family, whether it is financial, medical, educational or legal. You should keep a photocopy of the document, along with the original, in a safe place in your home. You should understand what each power of attorney covers. The Power of Attorney document can be obtained from a lawyer, or a Power of Attorney kit can be purchased. A Power of Attorney completed with the military will not cover all civilian matters, and vice versa. A good idea would be to ask questions, and apply for both. Power of Attorney is usually provincially governed, so it is important to research its validity prior to relocating to another province.

There are three different types of Power of Attorney:

- **Continuing Power of Attorney:** gives someone the legal authority to make decisions about financial affairs/property, and allows that person to act on your behalf if you become mentally incapable
- **Non-continuing Power of Attorney for Property:** gives someone the legal authority to make decisions about your financial/property, in certain situations and for a specific period of time; it is automatically revoked if you become mentally incapable
- **Power of Attorney Personal Care:** gives someone else the legal authority to make personal care decisions on your behalf if you become mentally incapable (e.g. related to housing and health care).

Banks and financial institutions also have separate but similar documents that need to be completed if a member wants to give their spouse Power of Attorney for financial transactions.

LAWYER NAME	FIRM	NUMBER	WEBSITE/EMAIL

CONTACTS LIST

SHILO MFRC	1(204) 765-3000 ext.3352	cafconnection.ca/shilo
FAMILY INFORMATION LINE	1(800) 866-4546	www.cafconnection.ca
MEMBER ASSISTANCE PROGRAM	1(800) 268-7708	
DUTY CHAPLAIN	1(204) 765-3000 Ext.3044	
UNIT CHAPLAIN		
MILITARY POLICE NON EMERGENCY	1(204)765-3000 Ext.3337	
POISON CONTROL	1-855-776-4766	www.hsc.mb.ca/emergencyPoison.html
CFHA	1(204) 765-3000 Ext.4111	
CANADIAN FORCES MORAL & WELFARE SERVICES		www.cfmws.com
WESTMAN CRISIS SERVICES	1(204) 725-4411	
OPERATIONAL STRESS INJURY SOCIAL SUPPORT (OSISS)	1(204)765-3000 Peer support: Ext.4186 family peer support: Ext.4031	
CF HEALTH SERVICES MENTAL HEALTH	1(204) 765-3000 Ext.3177	
UNIT CLERK		
FINANCIAL ADVISOR		
SISIP		
AUTOPAC		

FAMILY CONTACT LIST

NAME	ADDRESS	PHONE NUMBER	E-MAIL ADDRESS

IMPORTANT CODES

DESCRIPTION	PASSWORD
HOME WIFI PASSWORD	
CELL PHONE PASSWORD	
VOICEMAIL PASSWORD	
CELLPHONE ACCOUNT ACCESS PASSWORD	
COMPUTER PASSWORD	
LAPTOP PASSWORD	
TABLET PASSWORD	
NETFLIX PASSWORD	
FACEBOOK PASSWORD	
ONLINE BANKING PASSWORD	
SECURITY SYSTEM PASSWORD	
GARAGE KEYPAD PASSWORD	
SPRINKLER SYSTEM PASSWORD	

PET CARE PLAN

Pets are members of the family so it is important to plan for them. Whether you are preparing for deployment, relocation or an emergency, the MFRC wants to ensure your pets are planned for.

Pet #1	Pet #2	Pet #3
Name:	Name:	Name:
Breed/colour/markings:	Breed/colour/markings:	Breed/colour/markings:
Tattoo/micro-chip#:	Tattoo/micro-chip#:	Tattoo/micro-chip#:
Tag Info:	Tag Info:	Tag Info:
Feed Instructions:	Feed Instructions:	Feed Instructions:
Medications:	Medications:	Medications:

Important Information:

Emergency Contacts




Contact #1:	Phone#:
Contact #2:	Phone#:
Veterinarian:	Phone#:
Kennel:	Phone#:
Sitter:	Phone#:

Brandon & Area Veterinarians

Brandon & Area Boarding Kennels

Brandon & Area Veterinarians		Brandon & Area Boarding Kennels	
Brandon Animal Clinic	(204) 728-9140	Brandon Boarding Kennel	(204) 728-3260
Brandon Hills Veterinary Clinic	(204) 728-2292	Golden Acres Boarding Kennel	(204) 725-2019
Carberry Small Animal Veterinary Clinic	(204) 834-2033	The Paw Resort & Wellness Centre	(204) 729-9943
Grand Valley Animal Clinic	(204) 728-0033		
Glenboro Veterinary Clinic	(204) 827-2546		
Petmobile Vet Clinic	(204) 573-7266		
Wheat City Veterinary Clinic	(204) 728-9262		

Cut out this card and keep it in your wallet.

 <p>IN CASE OF</p> <h1>EMERGENCY</h1> <p>My pet is home alone. Please call my emergency contact on the back of this card so they can help my pet.</p>	 <p>MY PET'S EMERGENCY CONTACT </p> <p>NAME:</p> <p>NUMBER:</p>
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FINANCIAL CHECKLIST

HOUSEHOLD BUDGET

- Passwords and access numbers for online banking
- Arrange automatic payments where possible
- Open a joint account with the person who will need to access finances
- If online banking is attached to a specific bankcard ensure that card number and password is known
- Ensure Power of Attorney includes finances

PAY ALLOTMENTS

- Any questions contact the company clerk
- Name and Number for the Clerk

CREDIT CARDS

- Aware of how to report and replace lost or stolen credit cards
- Be aware of all credit card limits and who will be using which card
- Ensure both card holders have access with the credit card company

INVESTMENT INFORMATION

- List of all investments (example: RRSP or GIC)
- List of all securities or bonds including value
- Stock Portfolio
- Name and Number of financial advisor (if applicable)

INSURANCE INFORMATION

- Put vehicles on lay up if not in use
- Sign document to allow spouse signing authority on the account

MONTHLY BILL INFORMATION

BILL	COMPANY	ACCOUNT NUMBER	PIN	PHONE NUMBER	DUE DATE	AMOUNT
MORTGAGE RENT						
ELECTRIC						
WATER/ SEWER						
CELL PHONE						
HOME PHONE						
CABLE						
INTERNET						
PROPERTY TAXES						
CREDIT CARD #1						
CREDIT CARD #2						
LINE OF CREDIT						
SAVINGS						
RRSP						
RRSP						
INVESTMENT						
INVESTMENT						
DEBT PAYMENT 1						
DEBT PAYMENT 2						
LIFE INSURANCE						
LIFE INSURANCE						

BILL	COMPANY	ACCOUNT NUMBER	PIN	PHONE NUMBER	DUE DATE	AMOUNT
HOME INSURANCE						
CAR PAYMENT						
CAR INSURANCE						
HOME INSURANCE						
OTHER INSURANCE						
OTHER INSURANCE						
OTHER ACTIVITIES						

INSURANCE

TYPE	PROVIDER	POLICY #	DUE DATE	PAYMENT AMOUNT	CONTACT #
AUTOMOBILE _____					
AUTOMOBILE _____					
PROPERTY HOME					
MEDICAL					
DENTAL					
LIFE					
LIFE					

LEGAL & IDENTIFICATION CHECKLIST

Identification Cards (check expiry dates)

- Military ID
- Drivers licenses
- Passport information; confirm country's expiration date requirements at www.canada.gc.ca etc

Birth Certificates

- for all family members

Current Will

- for the member

Power of Attorney

- Military and Civilian
- Have a Power of Attorney following the provincial guidelines where you reside.
- Have a specific power of attorney for children and dependents.

Vehicle Titles

- Titles for all vehicles (including recreational vehicles)
- Current auto insurance for all vehicles.

Real Estate

- All real estate paperwork including deeds and mortgages (primary residence, cottage and/or investment properties)
- Lease agreements
- Current insurance policies with adequate coverage (house or content insurance)

PMQ

- Have a signed CFHA authorization form to authorize work orders.

Income Tax Returns

- Signed authorization for Canada Revenue Agency so both spouses can access the other's tax accounts.

Life Insurance Policies

- Current life insurance policies with adequate coverage
- Signed authorization form to make account changes

HOUSING & VEHICLE CHECKLIST

DESCRIPTION
HOME INSURANCE <ul style="list-style-type: none"> <input type="checkbox"/> During periods of absence be aware of how frequently the house must be visited to ensure coverage <input type="checkbox"/> Renew policy prior to known absence <input type="checkbox"/> Be aware of all the exceptions in the insurance policy.
HOUSE SAFETY <ul style="list-style-type: none"> <input type="checkbox"/> Have a power- outage plan <input type="checkbox"/> Change all the batteries in all smoke detectors and carbon monoxide detectors
UTILITIES <ul style="list-style-type: none"> <input type="checkbox"/> All adults in the home should have authorization with the companies
HOUSE ALARM CODE <ul style="list-style-type: none"> <input type="checkbox"/> Be aware of how to use the household security system and the password
CONTACT NUMBERS <ul style="list-style-type: none"> <input type="checkbox"/> Contact numbers for base housing or landlord
MAINTENANCE <ul style="list-style-type: none"> <input type="checkbox"/> Complete the Maintenance lists <input type="checkbox"/> Have all warranties in one place
AUTO INSURANCE POLICY <ul style="list-style-type: none"> <input type="checkbox"/> Renew policy prior to known absence <input type="checkbox"/> Be aware of all exceptions in the insurance policy <input type="checkbox"/> Complete the vehicle information form <input type="checkbox"/> Aware of changes in policy if vehicle is in storage
VEHICLES <ul style="list-style-type: none"> <input type="checkbox"/> Lease Agreements and all vehicle and warranty documents
DRIVERS LICENSE <ul style="list-style-type: none"> <input type="checkbox"/> Renewal date <input type="checkbox"/> Copies of Autopac's signing authority letters

VEHICLE INFORMATION & MAINTENANCE CHECKLIST

INFORMATION	VEHICLE 1	VEHICLE 2	VEHICLE 3
Make			
Model			
Year			
Plate number			
Type of gas			
Type of oil			
Vin number			
Insurance premiums			
License and registration due			
Estimated Value			
Emergency road service policy #			
Emergency road service contact information			
Mileage of next oil change			
Tire change plan			

CONTACT LIST OF MAINTENANCE AND SERVICES

The MFRC can provide you with a Handy Helper list with contact information for individuals who offer some of the services below.

SERVICE	NAME	PHONE	WEBSITE	BUISNESS HRS
PLUMBING				
ELECTRICAL				
CONTRACTOR				
LANDSCAPING				
LAWN MOWING				
SNOW REMOVAL				
COMPUTER REPAIR				
APPLIANCE REPAIR				
EXTERMINATOR				
HOUSE CLEANING				
HOME PHONE PROVIDER				
CELL PHONE PROVIDER				
INTERNET PROVIDER				
CABLE / TV PROVIDER				
WATER / SEWAGE				
GAS / HEATING PROVIDER				
GAS / HEATING INSPECTOR				
ALARM SYSTEM PROVIDER				
ALARM SYSTEM INSPECTOR				
AUTO DEALERSHIP				
AUTO MECHANIC				

SPRING/SUMMER MAINTENANCE CHECKLIST

- | |
|---|
| <input type="checkbox"/> Change Tires on vehicles
Business contact |
| <input type="checkbox"/> Turn on outside water line |
| <input type="checkbox"/> Change furnace filter
The furnace filters need to be changed when they are dirty; on average, it needs to be changed bi-monthly |
| <input type="checkbox"/> Gas line inspection
Be aware of the date of the last inspection as well as the date the next inspection is required.
Name and contact information for the inspection company. |
| <input type="checkbox"/> Clean the gutters
Name and contact information for chosen company. |
| <input type="checkbox"/> Preparing the garden
Name and contact information for a landscaper.
Plant and flower budget
Get tools and equipment ready |
| <input type="checkbox"/> Lawn care
Arrange lawn care services
Be aware of how to use lawnmower and lawnmower maintenance |
| <input type="checkbox"/> Recreational vehicles
Prepare all recreational vehicles to be used.
Insurance |
| <input type="checkbox"/> Opening the trailer
Name and contact information for the trailer park or storage facility
Have specific instructions for what needs to be done. |
| <input type="checkbox"/> Opening the pool
Name and contact information for the pool maintenance company
Have specific instructions for what needs to be done. |
| <input type="checkbox"/> Hot tub maintenance
Be aware of all hot tub maintenance procedures.
Contact information for a technician |

FALL/WINTER MAINTENANCE CHECKLIST

Clean the gutters

Name and contact information for chosen company.

Turn off outside water line

Preparing the garden

Name and contact information for a landscaper.

Cover plants (if required)

Cut down and bring in the plants (if required)

Put sprinklers and yard equipment way

Gas line Inspection

Date of the last inspection as well as the date the next inspection is required.

Name and contact information for the inspection company.

Change furnace filter

The furnace filters need to be changed when they are dirty; on average it needs to be changed bi-monthly

Closing Boat

Name and contact information for the boat storage company as well as marina.

Have specific instruction for what needs to be done.

Closing the trailer

Name and contact information for the trailer park or storage facility

Have specific instruction for what needs to be done to winterize such as covering and turning off the gas.

Closing the Hot tub/pool

Be aware of all hot tub maintenance procedures.

Winter tire installation

Contact business

Appointment Date

Snowmobiles

Be aware of regular maintenance of snowmobiles during the winter

Snow Removal

Be aware of how to use the snow blower or where to find the shovels

Name and contact information of snow removal company.

MORALE MAIL

The Shilo MFRC is the easiest and most popular way to send parcels to a deployed military member overseas (Belleville Ontario addresses only). A packing station is set up in the MFRC community lounge and includes boxes, wrapping supplies and Customs Declaration Forms for your convenience. This program is at no cost, however there are no special add-ons available (i.e. insurance, registered mail, etc.) If you require assistance with your parcel just stop by the front desk and someone will help you.

Drop-off locations

- MFRC reception (Building T-114, Shilo - open Mon to Fri 8:00 a.m.- 4:30 p.m.)
- Brandon Armories (1116 Victoria Ave. - open Mon to Fri 8:30 a.m.- 3:30 p.m.)

Parcel Guidelines

- Weight: Maximum 20 Kg (approx 44 lbs)
- Size: Two conditions must be met regarding size:
- Maximum length is one meter (approx 39");
- Maximum length plus girth is two meters (approx 79")
- The definition of girth = width + height + width + height
- Include a detailed list of the contents with corresponding dollar value in the left bottom corner of the parcel
- Completely fill out a customs declaration form and attach it to the parcel

General Prohibited Items

- alcohol, beer and wine
- tobacco products, cigarettes and cigars
- weapons, including replicas Knives
- explosives, radioactive materials or ammunition including inert ammunition
- matches
- flammable liquids or solids
- compressed gas, aerosol cans (i.e. shaving cream, air fresheners, etc.)
- cigarette lighters
- corrosive fluids
- obscene magazines or pictures
- drugs
- perishable items
- Lithium Batteries (unless mounted in a device)

Prohibited items can vary between countries. Please be sure to consult the host country's restrictions before sending a parcel. A list of host country restrictions can be found on the Canada Post website at <https://www.canadapost.ca/tools/pg/manual/PGintdest-e.asp>.

For a list of overseas mailing addresses and more information on mailing parcels overseas, visit the National Defence and the Canadian Armed Forces website <https://www.canada.ca/en/department-national-defence/services/contact-us/write-troops/instructions-for-mailing-overseas.html>

RANK / INITIALS / NAME
UNIT/SECTION
OPERATION (Country)
PO Box ##### Stn Forces
Belleville ON K8N 5W6

MY OVERSEAS MAILING ADDRESS

CARE PACKAGE IDEAS

**Remember to check the prohibited items list for the country of deployment, available on the Canada Post website or at the MFRC Packing Station.

FOOD	HYGIENE/COMFORT	ENTERTAINMENT	OTHER
CHIPS	BODY WASH**	WHOOPIE CUSHIONS	WATER BOTTLE WITH FILTER
CHOCOLATE	HAND MOISTURIZER	CARDS	“OPEN WHEN” LETTERS
CONDIMENT PACKAGES	LIP BALM	PARTY SUPPLISE	KIDS DRAWINGS
INSTANT NOODLES	TOOTHPASTE** & MOUTH WASH**	BOOKS/MAGAZINES	PHOTOGRAPHS
POPCORN	HOT/COLD GEL/PACKS	MUSIC PLAY LIST	CALENDAR
GUM	LENS CLEANER	SMALL TOYS	SEWING KIT SUPPLIES
PROTIEN/GRANOLA BARS	QTIPS	FRISBEE	TRAVEL MUG
COFFEE/TEA**	DEODERANT	HOLIDAY DECORATIONS	ROOM DEODORIZERS
MIXED NUTS	TUMS	BOARD GAMES	FRAMED PHOTO
CANDY/LICORICE	BABY WIPES	PUZZLE	MESH LAUNDRY BAG
HOME MADE JAM	PILLOWS/SHEETS	LEGO	TREATS FOR LOCAL ANIMALS
BEEF JERKY**	KLEENEX	HEADPHONES	
WATER FLAVOUR PACKETS	UNDERWEAR/SOCKS	WORK OUT BAND	
DRIED FRUIT**	TIDE PODS & DRYER SHEETS		
	NAIL CLIPPERS/FILE		
	FOOT POWDER		REQUESTS ☺

SHILO MFRC PROGRAMS AND SERVICES

- Newcomer & Relocation Services
- Education & Employment Coaching
- Second language Training
- Counselling Services
- Veteran Family Program
- Community Events
- Volunteer Opportunities
- Adult Programming
- Infant, Preschool & Youth programming
- Daycare & Occasional Childcare
- Pre-Kindergarten
- Emergency Childcare

Visit www.cafconnection.ca/shilo for more details and subscribe to our monthly e-newsletter.