



# Franklin County Honor Flight



## Dear Guardian:

As a Guardian for the trip, it is imperative that you know and commit to all of the duties that are required of you as a guardian because you are the **key** in making the trip a success for the Veteran(s) for whom you are responsible.

Please carefully consider the following Guardian duties:

- Normally we only assign one Veteran to each guardian; however, there may be times when you are asked to care for more than one Veteran. If a Veteran requires a wheelchair, then you will not have another Veteran assigned to you. If you have a Veteran needing a wheelchair, it then becomes your responsibility to account for that wheelchair at all times.
- **Immediately** after the Guardian training, you should make an appointment to interview your Veteran(s) as soon as possible--preferably the next day. We expect that you will interview your Veteran(s) in their home or at some other location if more convenient for the Veteran. ***Ideally, this should be completed within a week after the training with your paperwork completed and turned in the week following. Also, you may be required to travel a couple of hours to interview your Veteran(s).*** If for some reason you can't meet the required schedule, you should advise your Team Leader immediately and other arrangements will be made to reassign the Veteran(s) to another Guardian.
- It is important that you stay in touch with and keep your Team Leader informed of your progress.
- You will take two pictures of your Veteran(s) from the chest up and email these digital images to one of our volunteers. These pictures are very important as they are used in several forms and become part of the Veteran's permanent record with us. If taking and emailing a digital picture is not possible, talk to your Team Leader.
- Please advise your Team Leader immediately if there is any sort of glitch in working with your Veteran(s). *(We have had Veterans who couldn't be reached due to illness or because they are traveling, changed their mind about going, etc.)*
- Even though the Veteran's family may not reveal it, they may be concerned for their loved one's safety. They are depending on you. This is why we do the advance interview process so you will learn the Veteran's ability to walk, if he or she tires easily, etc.
- Here's a tip: ***Age often is not the best judge of a Veteran's stamina and mental capability.*** Get to know your Veteran so that you will be able to take note of any changes during the day.

- Please be aware that we currently complete background checks on all of our Veterans, Guardians and leaders being considered for a trip.
- When selected, Veterans and Guardians are all notified at the same time. Once a Veteran has been notified, he/she will be anxious to learn the details and to meet you, get his/her cap, shirt, and paperwork. We know you won't disappoint him/her.
- ***Please thoroughly read and study the Guardian Duties and Responsibilities when provided.*** These guidelines will help you be a great Guardian as they have been developed over the last several years of our experience in making approximately 50 trips with over 2000 smiling Veterans visiting Washington, D.C. to see their memorials.

***Note: Guardians, as part of your travel expenses for the flight a \$500.00 assessment will be necessary. Payment is due just prior to your Guardian Training session.***

I understand and agree to the above conditions found in this letter.

Please print:

(Name) Last: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)