

### **PCS WITH LESS STRESS**



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USE THE BOXES TO THE LEFT OF THE ITEMS TO CHECK OFF TASKS AS YOU COMPLETE THEM.

### **SELLING OR RENTING OUT YOUR HOME**

Contact a realtor to begin process of selling or renting out your home
Schedule the utilities to shut off
Begin searching for you new home CalzaCo.com
Budget for temporary housing expenses and start-up fees for utilities
Let clubs/organizations that you belong to know you are leaving.
Transfer your membership if possible.
Make a list of whom to notify concerning your move and forwarding address
Do not make mail order purchases as the moving date approaches
Keep a copy of Utilities Termination notices
Keep your insurance policies up to date
Notify your credit card companies of your new or temporary address
Keep the USPS up to date with Address changes
https://moversguide.usps.com/icoa/home/icoa-main-flow.do?execution=e2s1&_flowId=icoa-main-flow
Cancel any local subscriptions or services (i.e., pool, diaper, newspaper delivery)
Start the TMO or DITY/PPM (whichever applies to you) Checklist





USE THE BOXES TO THE LEFT OF THE ITEMS TO CHECK OFF TASKS AS YOU COMPLETE THEM.

#### **BUYING A HOME**

- Considering putting your VA Home Loan to work for you? Check out Julie Calza on YouTube for tons of free content to help you learn how to make the most of it.
- Contact an experienced realtor that understands the VA Home Loan, CalzaCo can represent you in the greater Phoenix Metro area (Near Luke AFB and Guard Base at Sky Harbor), or can get you in touch with an expert in your area.
- Arrange Financing, CalzaCo can connect you to trusted lenders with VA Home Loan expertise.
- Consider your limits, decide a monthly budget before speaking to a lender do not push your budget comfort zone.
- Don't just consider what you prefer in a home, be sure to think about the future. If this isn't your final duty station you have to think about things like: area growth, rentability, and appeal to others.





USE THE BOXES TO THE LEFT OF THE ITEMS TO CHECK OFF TASKS AS YOU COMPLETE THEM.

### **BASE HOUSING: MOVING OUT**

Inform housing office of intent to vacate
Get the move out inspection list and costs associated
Don't want to clean? Hire a cleaner
Schedule the pre-inspection
Schedule Internet and TV services to shut off
Keep a copy of Utilities and Lease Termination notices
Keep your insurance policies up to date
Budget for temporary housing expenses Let clubs/organizations that you belong to know you are leaving.
Transfer your membership if possible.
Make a list of whom to notify concerning your move and forwarding address
Do not make mail order purchases as the moving date approaches
Cancel any local subscriptions or services (i.e. newspaper delivery)
Notify your credit card companies of your new or temporary address
Keep the USPS up to date with Address changes
Start the TMO or DITY/PPM (whichever applies to you) Checklist





USE THE BOXES TO THE LEFT OF THE ITEMS TO CHECK OFF TASKS AS YOU COMPLETE THEM.

### **BASE HOUSING: MOVING IN**

- Contact your new base housing office to see what documents you need to be put on a waiting list or assigned a home
- Schedule utilities (TV and Internet Services) to start
- Document any damages to the property at the time you move in, have the property management sign
- Keep your insurance policies up to date
- Contact the Airman and Family Readiness center to see if there is a loan closet at your installation
- Obtain a post office box or forwarding address if you are scheduled move in after arrival





USE THE BOXES TO THE LEFT OF THE ITEMS TO CHECK OFF TASKS AS YOU COMPLETE THEM.

### **RENTING: MOVING OUT**

Notify landlord or leasing agent of intention to vacate.
Accompanied with orders, most leases have a military clause to avoid costly lease break fees.
Avoid giving an exact date
Get a move out inspection list (if applicable)
Schedule the utilities to shut off
Budget for temporary housing expenses and start-up fees for utilities
Let clubs/organizations that you belong to know you are leaving.
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Start the TMO or DITY/PPM (whichever applies to you) Checklist





USE THE BOXES TO THE LEFT OF THE ITEMS TO CHECK OFF TASKS AS YOU COMPLETE THEM.

### **RENTING: MOVING IN**

Fully examine all fees
Consider your limits, do not push your budget comfort zone
Know what appliances are included
Consider contract length
Examine all policies (pet, maintenance, termination and renewal, deposit refund, terms for roommates, late fees, etc.)
Schedule utilities to start
Contact the Airman and Family Readiness center to see if there is a loan closet at your installation
Purchase or alter renter's insurance to cover new address
Document any damages to the property at the time you move in, have the property management sign
Keep your insurance policies up to date
Obtain a post office box or forwarding address if you are scheduled to move in after arrival





USE THE BOXES TO THE LEFT OF THE ITEMS TO CHECK OFF TASKS AS YOU COMPLETE THEM.

### **RENTING OVERSEAS: MOVING IN**

Obtain an APO address at the Post Office on base
Contact the Housing Management Office (HMO) at your new installation
Receive counseling and guidance the HMO Establish whether your eligible to rent off base, and compare this option with living on base
Have the HMO look over any rental contracts, these usually need to have approval for Overseas Housing Allowance (OHA) to start Know what appliances are included in the rental
Examine all policies (pet, maintenance, termination and renewal, deposit refund, terms for roommates, late fees, etc.)
Document any damages to the property at the time you move in, have the property management sign
Keep your insurance policies up to date Contact the Furniture Management Office on base to learn what furniture, electronics and appliances you may be eligible to loan
Contact the Airman and Family Readiness center to see what the Loan Closet/Airman's Attic can offer you
Forward mail to your APO address at USPS online <a href="https://moversguide.usps.com/icoa/home/icoa-main-flow.do?execution=e2s1&amp;_flowId=icoa-main-flow">https://moversguide.usps.com/icoa/home/icoa-main-flow.do?execution=e2s1&amp;_flowId=icoa-main-flow</a>
Schedule utilities to start



### II. IMPORTANT DATES





WHAT	WHERE	WHEN



### II. IMPORTANT DATES





WHAT	WHERE	WHEN



### II. IMPORTANT DATES





WHAT	WHERE	WHEN



# III. LUKE AIRFORCE BASE IMPORTANT CONTACTS



HERE'S A HANDY LIST OF IMPORTANT CONTACTS HERE AT LUKE AFB. NEED INFORMATION ON THE COMMUNITIES AROUND LUKE? CHECK OUT CALZACO.COM/COMMUNITIES

ORGANIZATION	COMMERCIAL PHONE	DSN PHONE
AIRMAN AND FAMILY READINESS CENTER	623-856-6550	312-896-6550
CHILD DEVELOPMENT CENTER (CDC)	623-856-6338	312-896-6338
COMMISSARY	632-935-3822	312-896-6141
SHOPPETTE	623-266-0040	312-896-0040
CUSTOMER SUPPORT SECTION	623-856-7832	312-896-7832
EDUCATION CENTER	623-856-7722	312-896-7722
LUKE MAIN EXCHANGE (BX)	623-935-2671	312-896-7147
FAMILY CHILD CARE (FCC)	623-856-6420	312-896-6420
GYM (BRYANT FITNESS CENTER)	623-856-6241	312-896-6241
FINANCE OFFICE	623-856-7028	312-896-7028



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ORGANIZATION	COMMERCIAL PHONE DSN PHO	
HOSPITAL (56TH MED GROUP)	623-856-2273	312-896-2273
HOUSEHOLD GOODS/TRANSPORTATION MANAGEMENT OFFICE (TMO)	623-856-6425	312-896-6425
HOUSING MANAGEMENT OFFICE	623-856-7643	312-896-7643
LIBRARY	623-856-7191	
LOAN CLOSET	623-856-6550	312-896-6550
OUTDOOR REC	623-856-6267	312-896-6267
TEMPORARY LODGING/BILLETING (FIGHTER COUNTRY INN)	623-856-3941	312-896-3941
INFORMATION TICKETS & TRAVEL (ITT)	623-856-6000	312-896-6000
VISITORS CENTER	623-856-4768	312-896-4768
YOUTH PROGRAMS	623-856-7470	312-896-7470



### IV. IMPORTANT DOCUMENTS

USE THE BOXES TO THE LEFT OF THE ITEMS TO CHECK OFF ITEMS AS YOU OBTAIN THEM.



#### **PERSONAL DOCUMENTS**

- Birth Certificates
- Marriage License/Certificate
- Social Security Cards
- Passports (if needed/obtained)
- List of Important Dates
- List of Important Phone Numbers
- School Records

#### **MEDICAL DOCUMENTS**

- Vaccination Records
- Medical Records
- EFMP screenings
- Dental Records
- Specialist Records

#### **MOVING DOCUMENTS**

- Insurance Policies
- Shipment Documents
- Auto Title
- Inventory Lists
- Old housing clearance
- Bill and Lease termination notices
- Claims forms
- Entitlement summary
- Housing application
- Change of address list

#### TRAVEL DOCUMENTS

- Flight reservations
- Leave forms
- Hotel reservations
- Taxi invoice
- Rental Invoice

#### **OFFICIAL DOCUMENTS**

- Orders (at least 15 copies)
- Order Amendments
- Current Power of Attorneys
- Most Recent LES
- Sponsor's information

#### **PETS**

- Information about bringing the pet into
  - the new state or country
- Rabies vaccination certificate
- Health certificate
- Microchip information
- Picture of pet(s)
- Vaccination record
- Health history





ITEM NAME	DESCRIPTION	PICTURE TAKEN YES/NO	DESCRIPTION	SERIAL NUMBER	NOTES



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### VI. YOUR HOME CHECKLIST



USE THE BOXES TO THE LEFT OF THE ITEMS TO CHECK OFF TASKS AS YOU COMPLETE THEM.

### **SELLING OR RENTING OUT YOUR HOME**

Contact a realtor to begin process of selling or renting out your home. CalzaCo can represent you in the greater Phoenix Metro area (Near Luke AFB and Guard Base at Sky Harbor), or can get you in touch with an expert in your area.
Do not schedule the utilities to shut off until closing day or the tenant's move in day.
Begin searching for your new home.
Budget for temporary housing expenses, vacancy, and start-up fees for utilities
Let clubs/organizations that you belong to know you are leaving. Transfer your membership if possible.
Make a list of whom to notify concerning your move and forwarding address
Do not make mail order purchases as the moving date approaches unless you already have your new addresses
Keep a copy of Utilities Termination notices/confirmations
Keep your insurance policy active until closing day, if you are becoming a landlord be sure to update your policy.
Notify your credit card companies of your new or temporary address
Keep the USPS up to date with Address changes
Cancel any local subscriptions or services (i.e., pool, diaper, newspaper delivery)
Start the TMO or DITY/PPM (whichever applies to you) Checklist



### VI. YOUR HOME CHECKLIST



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#### **BUYING A HOME**

- Considering putting your VA Home Loan to work for you? Check out Julie Calza on YouTube for tons of free content to help you learn how to make the most of it.
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- Don't just consider what you prefer in a home, be sure to think about the future. If this isn't your final duty station you have to think about things like: area growth, rentability, and appeal to others.



### VII. BASE HOUSING CHECKLIST



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### VII. BASE HOUSING CHECKLIST



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### **BASE HOUSING: MOVING IN**

- Contact your new base housing office to see what documents you need to be put on a waiting list or assigned a home
- Schedule utilities (TV and Internet Services) to start
- Document any damages to the property at the time you move in, have the property management sign
- Keep your insurance policies up to date Contact the Airman and Family Readiness center to see if there is a loan closet/Airmen's Attic at your installation
- Obtain a post office box or forwarding address if you are scheduled move in after arrival



### **VIII. RENTING CHECKLIST**



USE THE BOXES TO THE LEFT OF THE ITEMS TO CHECK OFF TASKS AS YOU COMPLETE THEM.

### **RENTING: MOVING OUT**

Notify landlord or leasing agent of intention to vacate.
Accompanied with orders, most leases have a military clause to avoid costly lease break fees.
Avoid giving an exact date Get a move out inspection list (if applicable)
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### **VIII. RENTING CHECKLIST**



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### **RENTING: MOVING IN**

Fully examine all fees
Consider your limits, do not push your budget comfort zone
Know what appliances are included
Consider contract length
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Schedule utilities to start
Contact the Airman and Family Readiness center to see if there is a loan closet at your installation
Purchase or alter renter's insurance to cover new address
Document any damages to the property at the time you move in, have the property management sign
Keep your insurance policies up to date
Obtain a post office box or forwarding address if you are scheduled to move in after arrival



### IX. OVERSEAS HOUSING CHECKLIST



USE THE BOXES TO THE LEFT OF THE ITEMS TO CHECK OFF TASKS AS YOU COMPLETE THEM.

### **OVERSEAS HOUSING: MOVING IN**

Obtain an APO address at the Post Office on base
Contact the Housing Management Office (HMO) at your new installation
Receive counseling and guidance the HMO Establish whether your eligible to rent off base, and compare this option with living on base
Have the HMO look over any rental contracts, these usually need to have approval for Overseas Housing Allowance (OHA) to start
Know what appliances are included in the rental Examine all policies (pet, maintenance, termination and renewal, deposit refund, terms for roommates, late fees, etc.)
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Keep your insurance policies up to date Contact the Furniture Management Office on base to learn what furniture, electronics and appliances you may be eligible to loan
Contact the Airman and Family Readiness center to see what the Loan Closet/Airman's Attic can offer you
Forward mail to your APO address at USPS online <a href="https://moversguide.usps.com/icoa/home/icoa-main-flow.do?execution=e2s1&amp;_flowId=icoa-main-flow">https://moversguide.usps.com/icoa/home/icoa-main-flow.do?execution=e2s1&amp;_flowId=icoa-main-flow</a>
Schedule utilities to start





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#### **AS SOON AS POSSIBLE**

- Meet with TMO (Traffic Management Office) to discuss your moving options
- Save money, bookmark it for moving expenses

#### **2 TO 4 MONTHS PRIOR**

- Check with your TMO for a list of approved movers and make a reservation.

  Start keeping track of tax-deductible moving expenses
- Organize personal records like birth certificates, keep in PCS Binder
- Obtain the list of what is permitted and prohibited in the shipment
- Find out how much of your personal property the government movers will insure
- Consider temporary renter's insurance policy to cover the difference
- Consider having expensive and valuable items (e.g., artwork, collectibles, heirlooms) appraised
- Use a video camera or take close-up pictures to record the condition of expensive and/or valuable items prior to packing and pick-up
- Record serial numbers of electronic and other important equipment in the Inventory List
- Separate professional items, these will be weighed separately





USE THE BOXES TO THE LEFT OF THE ITEMS TO CHECK OFF TASKS AS YOU COMPLETE THEM.

### **1TO 4 WEEKS PRIOR**

Ship "unaccompanied baggage" items that will help you set up housekeeping at your new address, such as linens, dishes, etc.
Remove wall decorations
Meal plan
Disassemble electronic components such as stereos
Set aside cleaning materials to be used after packing and loading
Secure your cash, jewelry, important documents, your checkbook and other valuable items, and carry them yourself
Pack your suitcases
Empty appliances and take out the trash!





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#### **MOVING DAY**

- On moving day, designate a "do not move" area in the house to let the movers know not to load luggage or specific boxes you're taking with you

  Accurately note the condition of belongings. If anything is marked "scratched, dented or soiled," note the location of the problem

  Verify that mover's inventory is detailed, complete and accurate

  Examine all items carefully before signing a receipt
- Obtain Form DD 1840 to note lost or damaged items after arrival from the carrier

Check the entire house before releasing the packers

- Do not sign blank forms
- Obtain HHG Inventory Forms from movers





USE THE BOXES TO THE LEFT OF THE ITEMS TO CHECK OFF TASKS AS YOU COMPLETE THEM.

#### **UPON ARRIVAL**

- Contact the destination TMO and the Transportation Service Provider (TSP)
- Contact the TSP with a delivery address as soon as you have one
- Know that you or your designated representative must be home on the day of delivery
- Have a plan of where you want each piece of furniture, the TSP will place them for you
- Have the TSP reassemble all items that were disassembled by the carrier
- Know that you are entitled to have everything unpacked, with packing materials removed from the residence
- Ensure your claims for lost and damaged items are submitted prior to the deadline



### XI. DITY/PPM CHECKLIST



THE PERSONALLY PROCURED MOVE (FORMERLY KNOWN AS THEDO-IT-YOURSELF (DITY) MOVE) ALLOWS YOU TO BE REIMBURSED BY THE GOVERNMENT FOR MOVING YOUR BELONGINGS YOURSELF. THE PROGRAM IS VOLUNTARY, CHECK TO SEE IF YOUR MOVE IS ELIGIBLE FOR THIS OPTION. USE THE BOXES TO THE LEFT OF THE ITEMS TO CHECK OFF TASKS AS YOU COMPLETE THEM.

#### **APPLY**

- Consider whether this is the option for you, weigh up the time and money involved
- Obtain a DD Form 2278 Application for Move and Counseling Checklist
- Obtain Standard Form 1038 Advance of Funds Application and Account
- Make an appointment with the Transportation Office Obtain a copy of registration for boat(s) and trailer(s) if applicable
- Decide on your type of move: Full DITY/PPM or Partial DITY/PPM
- Bring all paperwork to appointment including a copy of signed orders



### XI. DITY/PPM CHECKLIST



THE PERSONALLY PROCURED MOVE (FORMERLY KNOWN AS THEDO-IT-YOURSELF (DITY) MOVE) ALLOWS YOU TO BE REIMBURSED BY THE GOVERNMENT FOR MOVING YOUR BELONGINGS YOURSELF. THE PROGRAM IS VOLUNTARY, CHECK TO SEE IF YOUR MOVE IS ELIGIBLE FOR THIS OPTION. USE THE BOXES TO THE LEFT OF THE ITEMS TO CHECK OFF TASKS AS YOU COMPLETE THEM.

#### **PLAN**

Save money, bookmark it for moving expenses
Know what expenses are reimbursable
Arrange for any rental equipment or moving services you may need
Stock up on boxes and packaging material; ask friends and scour FB groups for anyone looking to dispose of theirs
Confirm your insurance coverage; If you use a trailer make sure it is covered
Find out how much of your personal property the government movers will insure; consider temporary renter's insurance policy to cover
the difference
Consider having expensive and valuable items (e.g., artwork, collectibles, heirlooms) appraised; hold onto your receipts Make an inventory
of possessions and valuable items
Begin organizing and disposing or selling the items you don't need
Empty your cabinets and fridge; meal plan Have vehicle serviced
Pack strategically, mark in one color with pen or duct tape for 'unpack immediately,' and another for 'when you have the time'
Separate items that will not be packed, including suitcases.
'Make arrangements for children and pets on loading and unloading days
Gather all your important papers in your PCS binder to hand carry with you throughout the trip
Plan your route; try to plan stops around larger cities, they are more likely to have cheaper hotels, and don't forget to ask about that



military discount!

### XI. DITY/PPM CHECKLIST



THE PERSONALLY PROCURED MOVE (FORMERLY KNOWN AS THEDO-IT-YOURSELF (DITY) MOVE) ALLOWS YOU TO BE REIMBURSED BY THE GOVERNMENT FOR MOVING YOUR BELONGINGS YOURSELF. THE PROGRAM IS VOLUNTARY, CHECK TO SEE IF YOUR MOVE IS ELIGIBLE FOR THIS OPTION. USE THE BOXES TO THE LEFT OF THE ITEMS TO CHECK OFF TASKS AS YOU COMPLETE THEM.

#### DO

- Set aside cleaning materials to be used after packing and loading
- Obtain a certified empty weight ticket at a weight scale for each shipment
- Obtain a certified loaded weight ticket for each shipment
- Get receipts for all moving expenses
- Submit your settlement within 45 days for full payment



### XII. TRAVEL CHECKLIST



THIS LIST IS SHORT AND SWEET! USE THE BOXES TO THE LEFT OF THE ITEMS TO CHECK OFF TASKS AS YOU COMPLETE THEM.

#### **RENTING: MOVING OUT**

- For household goods checklist, please look at TMO or DITY/PPM Checklists
- Make an appointment with Transportation Management Office (TMO) to organize your flights if traveling by plane
- Check with the airline you're flying about their checked bags policy while on orders
- Call TLF and make arrangements for lodging Retain every travel-related receipt
- Get your PCS Binder loaded with all your Important Documents and carry it with you!
- Hand carry valuable items, if possible
- Pack those suitcases!



## XIII. VEHICLE SHIPMENT CHECKLIST CALZACO



THE FOLLOWING CHECKLIST IS DESIGNED FOR A PCS WITH AN AUTHORIZED SHIPMENT OF A PRIVATELY-OWNED VEHICLE (POV).

Obtain several copies of orders and amendments
Ensure you have a copy of your current vehicle registration
IF the car is paid off: Ensure Title is in hand
IF the car has a lien: Obtain written authorization from the lien holder financing the vehicle
IF the car is leased: Obtain exportation authorization
Meet with Transportation Management Office (TMO) Set car shipping schedule
To help expedite the process print and fill out the pre-shipping checklist Keep auto insurance up to date; ask about shipment coverage
Make sure vehicle maintenance and repairs are up to date
Obtain current proof of insurance Contact the Department of Motor Vehicles at your new location for information on a new driver's license and registration
Gather all documents needed for carrier Wash exterior, clean out the car and remove any prohibited items Vacuum interior, wet interior cleaning
should be complete no later than 14 days prior to shipment
Fuel level must be at no more than ¼ tank for shipment
Before shipping, do a walk around inspection condition report with carrier representation



### **XIV. KIDS CHECKLIST**

CALZACO

SE THE BOXES TO THE LEFT OF THE ITEMS TO CHECK OFF TASKS AS YOU COMPLETE THEM.

#### **ALL CHILDREN**

- Obtain enough medications to get them through the relocation
- Research the new location, educate your children and get them excited!

#### **YOUNG KIDS**

- Get on the CDC Waiting list as soon as possible
- Compare other day cares around your new installation
- Give notice of intent to leave at current day care
- Gather Vaccination and Medical Records

#### K-12

- Research schools in the new area
- Gather Vaccination and Medical Records
- Obtain Gifted and Talented Plans (if applicable)
- Obtain your child's last report card
- Obtain your child's IEP or 504 Plan if applicable
- Obtain any recent progress and testing reports from specialists like Occupational and Speech Therapy Research before and after school care
- Obtain a school calendar
- Check enrollment requirements
- Review school curriculum.
- Locate similar youth activities on the installation or local area
- Check out resources to help your kids prepare for the move



### XV. MEDICAL CHECKLIST



SE THE BOXES TO THE LEFT OF THE ITEMS TO CHECK OFF TASKS AS YOU COMPLETE THEM.

#### **2 TO 4 MONTHS PRIOR**

- If PCS'ing overseas schedule your medical screening with your PCM
- Take care of any necessary medical, dental or optical appointments

#### **4 TO 8 WEEKS PRIOR**

- Renew prescriptions and obtain slips for any needing picking up during travel
- Make sure you have enough medication for you and anyone in your family to last you through the moving process.
- Obtain HARD COPIES of all family members medical records, to include optical and dental
- Contact Tricare Health Benefits Advisor to let them know you're moving to a new coverage area, if applicable

#### **2 TO 4 WEEKS PRIOR**

Connect with Medical Services in your new location

#### **1 WEEK PRIOR**

Make sure you have all prescription medications and over the counter products you may need packed with you



### **XVI. PETS CHECKLIST**



#### DON'T FORGET OUR FURRY FRIENDS! USE THIS CHECKLIST TO MAKE SURE YOU'RE ON TOP OF YOUR PET'S PCS!

Budget for any out of pocket costs associated with PCS'ing a pet
Check if your receiving location has any required quarantines
Check for breed or species bans
Check for airline rules regarding pets, if applicable
Book pet-friendly temporary lodging ASAP, arrange for boarding if it is not available
Make sure your pets vaccinations and immunizations are up to date
Obtain health certificate
Make sure medication supply is adequate for travel
Pack extra food, toys, and medication for travel
Make sure to have extra copies of all vet records.
Keep microchip information up to date
If moving on base or renting, check pet policies
Keep an up to date photo of your pet on you during travel



## XVII. SPOUSE EMPLOYMENT CHECKLIST CALZACO

USE THE BOXES TO THE LEFT OF THE ITEMS TO CHECK OFF TASKS AS YOU COMPLETE THEM.

Even if your skills are in demand, planon needing three monthsofmoneystoredaway to pay essentialbills
If the new installation is overseas, check with the Airman and Family Readiness Center for any applicable policies and laws pertaining to spouse employment
Update your resume
Change your LinkedIn profile so it indicates you are now in a different location and available for work
Search for a job on the gaining installation
Search for Federal employment
Fill out the Spouse Preference Form
Set up a P.O. Box address in the area of your new arrival city.
Place the P.O. Box on your resume as well, some employers are apprehensive about hiring with an out of state address
Contact the Airman & Family Readiness Center for employment resources
If you are currently working in a corporation with offices nationwide, enquire about transfers within the company
Give required notice of termination
Obtain a referral letter
Update losing employer with new address for tax withholding forms
Get in touch with the new base volunteer organizations
Keep resume up to date with volunteer work
Be prepared for interviews





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