

Checklist

ABSENCE SUPPORT

BAGOTVILLE MFRC



Bagotville MFRC

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[CRFM Bagotville MFRC](#)

PRE-DEPLOYMENT CHECKLIST

Good preparation is important in reducing the stress associated with a short or long-term absence. This checklist has been created to guide you through deployment planning.

It is divided into different topics. Important information can be noted there. Take the time to consult them and complete them to the best of your knowledge.

This information may be useful to you; you will know exactly where to look for information in case you need it.

Consult our resources on our website or contact us to receive personalized support and tools.

Our team is available to support you.

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PREPARING AS A FAMILY OR COUPLE

It is important that all family members are involved in the preparation for departure. The degree of involvement will vary according to the children's age, the frequency of absences and the level of stress associated with leaving. Communication is key in the whole process.

If you have children, do you know how to inform them of the departure of the CF member? Do you know the possible reactions and emotions they might have to face because of this absence? It is important to let the child verbalize their feelings regarding the prolonged absence of the CF member. If you need any tools or advice, please don't hesitate to get in touch with the MFRC Absence Support Team. We have the resources for all age groups.

Note that the fact of not having children doesn't mean you can't experience difficulties in a situation of absence. Take the time to assess your resources and identify potential difficulties.

Find out about the resources available during the absence (neighbours, relatives, friends, MFRC, chaplain, military sponsor).

Prepare a telephone list of emergency contacts (doctor, friend, garage, neighbour, etc.) (Pages 6 & 7)

Complete the necessary forms for registration. (School, daycare, etc.)

Discuss fears and different factors that could make absence difficult.

Plan special moments with family members before departure.

Make a list of important moments the CF member will miss while away. Plan gifts, emails, pre-recorded messages, comfort box.

Write down telephone numbers to reach the CF member in case of an emergency. (Page 7)

Plan the means to stay in contact according to the constraints (connection, jet lag, etc.).

Take note of the procedure for sending parcels during absence.

Provide photos or objects with which the CF member could leave.

Discuss in advance visits while on vacation or when returning.

Plan activities or time for yourself during the absence.

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LEGAL POINTS

Make a power of attorney allowing the spouse to access and intervene alone in different files if necessary.

Prepare a travel consent letter so that the spouse can travel alone with children.

[Recommended consent letter for children travelling abroad - Travel.gc.ca](https://travel.gc.ca/travel-documents/consent-letter)



Check if wills and mandates in case of incapacity are up to date.

Know where all documents are stored.

Check all insurances clauses

Find someone you trust who can take care of children or pets in an emergency.

Check that everything is adequate in the case of alimony.

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HOME CHECKLIST



Seasonal maintenance

Find someone you trust to call when you need help. (breakage, maintenance of the cottage, camping trailer)(Page 6)

Make sure you are familiar with the maintenance procedures for the swimming pool, water heater, heating, electrical box.

Make sure to contact the various services for the maintenance of your home (snow removal, lawn mowing, car shelter, storage, etc.).



Renewals and payments

Check the renewal dates of your insurance, lease, mortgage.

Check the dates of payment of municipal and school taxes.

Check payment and renewal dates of credit cards.

Check the renewal date of the driver's license, including the photo, when applicable.

Make sure your spouse or loved one is authorized to make renewals and payments

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HEALTH AND DENTAL INSURANCE

**CANADA LIFE — Canada vie — Dental Care Plan –
Plan 55777 – Dependents of Canadian Armed Forces**

Montréal Claims Service
Place Bonaventure, Bureau 5800
800, rue de la Gauchetière Ouest
Montréal QC H5A 1B9
1-855-415-4414



[My Canada Life
at work](#) (online access)

Notes

Are you familiar with the procedures related to your insurance coverage?

Do you have your plan number as well as your insurance certificate number?

If you submit your claims on paper, do you have enough signed copies for the duration of the deployment for each of the insurances?

If you make your claims online, do you have the necessary codes and passwords?

If you have children, make sure you have a health and hospital insurance card in your possession.

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Contact persons

WHAT?	NAME	PHONE NUMBER
Person with a spare key to the house		
Point of contact for repairs		

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CONTACTS IN CASE OF EMERGENCY

CONTACT #1

Name: _____

Cellphone no: _____

No. at work: _____

Email address: _____

CONTACT #2

Name: _____

Cellphone no: _____

No. at work: _____

Email address: _____

CONTACT INFORMATION ABOUT THE DEPLOYED MILITARY MEMBER

On base

ON-DUTY OFFICER or contact person in the chain of command

Name: _____

Cellphone no: _____

No. at work: _____

Email address: _____

ASSIGNED UNIT SPONSOR

Name: _____

Cellphone no: _____

No. at work: _____

Email address: _____

Military On-duty Chaplain: 418-677- 4000 #0



Other important numbers

- Emergency: 911
- Info-santé / Info- social: 811
- Family Information Line: 1-800-866-4546
- Doctor: _____
- Daycare centres: _____
- School: _____
- Veterinarian: _____
- Insurance: _____