**M.S.C.A.R. Virtual Honor Flight “Checklist”**

This “checklist” is meant to be a source of inspiration. With few exceptions, you do not have to do everything on this list. In some cases, the veteran’s health status might curtail how much time you have for planning and implementation. This checklist is also not exhaustive – your Society may have thoughts on ways to Bring Honor that are not included on this list. That’s great! Please incorporate your own ideas and please share your ideas with Michigan’s other local societies. We can all draw inspiration from each other.

**Must-do Items:**

* Do you have the veteran’s permission to Bring Honor through virtual reality?
* Do you know something about the veteran’s background – for example: name, rank, military, branch, dates of service – that will enable you to tailor the experience to the individual?
* Have you thought through which of the available VR memorials you will show and in what order?
* Have you reviewed the current health guidelines in Michigan (and with the residence facility, if applicable) and ensured that your plans are in compliance?
* Are photo permission forms for all minors who will be present signed?
* Have you ensured that your equipment is in good working order?

**Should-Do Items:**

* Do you have photo permission forms for the veteran and any other adults who might be present?
* Have you asked the family how they would like to be involved and what ideas they might have?
* Have you invited your sponsoring DAR/SAR/SR chapter members to help in Bringing Honor?
* Are you bringing anything with you other than the VR goggles? (balloons, refreshments, a guest book…)
* Do you have mail call to present? (Mail call may be as simple as drawings and notes of thanks created by the C.A.R. members and seniors, or it may be quite elaborate and include letters from family members and those who served with the veteran. The veteran’s family may be in the best position to help if a more elaborate “mail call” is desired. Many veterans on traditional honor flights have been touched to receive notes and letters from past co-workers and friends that they have not seen in years)
* Do you have an M.S.C.A.R. Certificate of Honor to present to the veteran, signed by as many of our society members as possible?
* Have you reviewed the Honor Everywhere FAQ?

**May-Do Items:**

* If the veteran served in Vietnam, do you have a commemorative lapel pin to present? This pin may be obtained from the State President, James Kraatz, with sufficient notice. You may also be able to obtain the commemorative lapel pin through your sponsoring DAR chapter.
* If the veteran served in Korea, do you have the Ambassador of Peace Medal to present? This medal requires some time and an application submitted by the veteran or the family. You can start them on the process by providing the information and application.

There is a Korean Consulate in Detroit:

South Korean Consulate in Detroit

24666 Northwestern Highway

Southfield, Michigan 48075

TELEPHONE (+1) (248) 438-5893

FAX (+1) (248) 945-9047

EMAIL droden@cc-mich.org

HEAD OF MISSION Mr. David M. Roden, Honorary Consul

* If the veteran has not already received a quilt of valor, have you attempted to attain one? Complete a nomination form for the veteran (under the “nominations and awards” tab on qovf.org) ***and*** send an email to the State Coordinator. Michigan’s State Coordinator is Lynn Lebeck, lynn.lebeck@qovf.org If you have obtained a quilt of valor, you should invite the quilter to participate in the presentation.
* Have you requested an SAR Colorguard? Contact your local SAR chapter or Norm Palmer, the head of the Michigan SAR Color Guard (middleage55@aol.com)
* Have you requested collaboration with one of Michigan’s Honor Flight hubs?
* Have you involved other organizations? (Scout troops, VFW, Patriot Guard, Sea Cadets, etc.). The Patriot Guard may provide a “flag line”
* Have you sought a special tribute from elected officials (mayor, state representative, state senator, governor…)? If so, have you invited the official to be there to present the tribute?
* Will there be a parade of cars of other recognition?
* Have you contacted the Hooligans flight team to request a flyover, especially if the veteran served in the Air Force? (T34 trainers from 1950’s) [Contact: John Workman, 231-740-2476, jworkman@eaglealloy.com]
* Have you (or the family) notified neighbors through fliers or some other means so that they can bring honor to the veteran?
* Have you issued a press release or arranged for local media coverage? (Be sure to adapt the template to your veteran and your plans)
* **Remember – all the “may do” ideas are just that – simply ideas for you to draw from for inspiration. It is always fine for the VR Honor Flight experience to be simple and intimate.**