

## Guidance for Visits to a Reach Out and Read Military Site

- Visits made to a Reach Out and Read military site require advance approval and coordination due to security, restrictions and regulations governing visits to military bases. Requirements will also vary based on the military facility itself, who is visiting and whether media will be present.
- Low-key visits from ROR personnel at the coalition or national level which do NOT involve media should be coordinated directly with the hospital/clinic ROR's point of contact (POC).
  - The person visiting the base will need to ask the clinic POC to contact the Visitors Center on the base and notify them that you (and anyone with you) will be arriving on a particular day and will be going to the hospital/clinic.
  - Whoever is driving onto the base must have:
    - Valid drivers license
    - Proof of insurance
    - Proof of registration
  - Anyone else with the driver will need a valid government ID (drivers license, etc.)
  - The driver will need to stop at the Visitors Center (usually at the main gate to the military base) and go inside to get a pass to get onto the base. This is where you will need to present your license, proof of insurance and registration.
    - This process can take anywhere from 10 minutes to over an hour depending on what time you arrive at the base.
    - The busiest time at the Visitor's Center is usually between 7am-9am.
- High-level visits or visits that will include a media presence will need to be coordinated through the base Public Affairs (PA) office. The visit must be approved by the base BEFORE you invite the high-level visitor.
  - Contact Stacie Neff, Military Projects at ROR National Center to initiate this process ([stacie.neff@reachoutandread.org](mailto:stacie.neff@reachoutandread.org) or call 617-455-0658).
  - ROR National Center will work with the military clinic, PA office, ROR coalition (if applicable) and any others to coordinate the visit.
  - Once the visit has been approved by the clinic and the PA office, ROR National Center will notify you. At that point, you can invite the high-level visitor and media. Remember to refer to the ROR Publicity and Events Checklist on how to maximize your Publicity Efforts (found in the documents library of [myror.org](http://myror.org)).
  - Keep ROR National Center (Stacie Neff) in the loop on all your correspondence so that she can de-conflict any issues that may arise.
- Please direct any questions about this guidance to Stacie Neff, Military Projects, ROR National Center at [stacie.neff@reachoutandread.org](mailto:stacie.neff@reachoutandread.org) or by calling 617-455-0658.