

# Refugee Co-Sponsor Committees

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Division of Assignments, Tasks, & Responsibilities  
of Refugee Co-Sponsors





## Refugee Family Sponsorship Committee Assignments, Tasks, & Responsibilities

Co-sponsor committees described herein are ideas how to organize your team members and divide assignments. Use this packet as a guideline to create your team and delegate responsibilities.

### **General Coordinator**.....Page 2

General Description: Serve as coordinator between LSS/NCA and sponsorship team. Ensure all roles and responsibilities are being met.

### **Employment Team**.....Page 3

General Description: Secure employment for adult family members. Assess family's financial needs and benefits. Help find necessary job training and craft resume.

### **Food & Clothing Team**.....Page 4

General Description: Ensure that family has the food and clothing needed upon arrival and during first few months in our community.

### **Finance Team**.....Page 5

General Description: Determine plan for fundraising to provide rental assistance and other support to family. Ensure family is financially prepared to reach self-sufficiency.

### **Housing & Furnishing Team**.....Page 6-7

General Description: Assist LSS/NCA staff in locating affordable housing. Ensure utilities are set up. Inform/teach family about appliances, home security, and home maintenance.

### **Transportation Team**.....Page 8

General Description: Arrange transportation for family to and from housing, interviews, and appointments. Teach family about public transportation.

### **Welcome Team**.....Page 9

General Description: Provide cultural orientation to family regarding new community. Schedule welcome activities, dinners, and outings as appropriate.

## General Coordinator

### Responsibilities

- Serve as liaison between LSS/NCA and the co-sponsorship team
- Recruit team members, confirm required paperwork has been completed, and ensure that all tasks have been delegated
- Provide information regarding the family to team members
- Work with teams to schedule activities and to ensure timely completion of tasks
- As needed, schedule and lead team meetings

Qualities and Attributes: Compassion, Sensitivity, flexibility, and patience. Excellent organizational skills and an ability to delegate are essential. Hours per week: 2-4 hrs

### General Coordinator Checklist

Task	Home Raiser	Foundation Layer	Architect	Carpenter
<b>Preparations</b>				
Turn in signed commitment form	X	X	X	X
Recruit team members	X	X	X	X
Provide team with information about the refugee family	X	X	X	
Collect volunteer confidentiality agreements from all team members and return to LSS/NCA	X	X	X	
Ensure each team member has attended volunteer orientation and submitted background check form	X	X	X	
Create a plan with teams for implementing co-sponsor responsibilities	X	X	X	X
<b>First Week</b>				
Coordinate with teams to begin regular visits with the family	*	*	X	
Schedule regular check-in meetings with the LSS/NCA caseworker on the progress of the family	X	X	X	
<b>Ongoing Needs</b>				
Attend scheduled meetings with LSS/NCA to address questions and concerns	X	X	X	
Continue to meet with teams to talk about progress, needs, or concerns of the family	X	X	X	

**\*Projects dependent on additional core services selected**

## Employment Team

### Responsibilities:

- Prior to the family’s arrival, explore employment opportunities and benefits.
- Assess the skills and interests of the employable adults
- Help draft a simple resume
- Work with Transportation Team to coordinate transportation to and from work site.
- Keep open communication between refugee and LSS/NCA job developer and school liaison.
- When appropriate, help employable adult gain access to job training and education.

Qualifications: Knowledge of job hunting procedures and resume building, patience. Hours per week: 2-4 hrs. (The most work will be immediately following the family’s arrival.)

Suggested team: Team Leader, 2-4 team members.

### Employment Team Checklist

Task	Home Raiser	Foundation Layer	Architect	Carpenter
<b>Preparations</b>				
Explore local employment opportunities, job fairs, and job training opportunities. This can include recreation centers, ESL schools, vocational trainings, and community colleges.	X	X	X	
<b>First Week</b>				
Schedule trainings and fairs with refugee family member(s)	X	X	X	
Assist in crafting and preparing resumes.	X	X	X	
Visit employment services office.	X	X	X	
<b>Second-Fourth Week</b>				
Help schedule at least one job interview.	X	X	X	
Update general manager about progress.	X	X	X	
Ensure employment of at least one family member.	X	X	X	
Work with transportation team to ensure refugee can access interviews and meetings through public transit or volunteer on team.	X	X	X	
<b>Ongoing Needs</b>				
Check-in weekly with refugee family about concerns and achievements.	X	X	X	
Ensure employment of other employable family members.	X	X	X	

## Finance Team

**Responsibilities:**

- Adapt the budget sheet (samples on pages 5 & 6 of the co-sponsor description document) to meet the needs of the family
- Identify and cultivate sources of funding; see that there are funds available for the family's expenses and rental assistance. (All donations should go directly through LSS/NCA)
- Collect, distribute, and account for new and continuing funds
- Teach banking, budgeting, and basic finance to the family
- Assist in the preparation of income tax forms and savings account management

Qualifications: Knowledge of family finances and banking procedures. Hours per week: 2-4 hrs.

Suggested team: Team Leader, 2-4 supporting team members

### Finance Team Checklist

Task	Home Raiser	Foundation Layer	Architect	Carpenter
<b>Preparations</b>				
Create a budget for co-sponsor (consider which items are expected to be donated.)	X	X		X
Identify sources of funding (i.e. church budget, special offering, fundraising).	X	X		X
Account for all donations and contributions. (To be given directly to LSS/NCA for distribution to family.)	X	X		X
<b>First Week</b>				
Coordinate with other teams to provide money for rent, food, household needs.	X	X		
<b>Second-Fourth Weeks</b>				
Assist the family in opening a checking/savings account. Be prepared to explain basic banking procedure.	X	*	X	
Assist family in creating a monthly budget	X	*	*	
<b>Ongoing Needs</b>				
Assist family in paying rent (as agreed) by contributing rental assistance directly to LSS/NCA.	X			
Be available to provide ongoing financial advice.	X	X	*	
Ensure family has budgeted appropriately. (May need to readjust budget.)	X	*	X	

**\*Projects dependent on additional core services selected**

## Food and Clothing Team

### Responsibilities:

- Collect and deliver first month's supply of food and perishables.
- Schedule a trip to the local grocery store.
- Schedule outings to department and thrift stores.
- Provide any weather-related clothing needs.
- All food must be culturally appropriate. (Etc. Halal, Kosher, Vegetarian)
- Clothing must also be culturally appropriate (with the exception of winter-wear). Therefore, clothing should be purchased/collected following the family's arrival. It is impossible to know exact sizes of clothing prior to family's arrival.

Qualifications: Ability to shop on a limited budget.

Hours per week: 2-4 hrs. (The most work will be immediately following arrival.)

Suggested team: Team Leader, 2-4 team members

### Food and Clothing Team

Task	Home Raiser	Foundation Layer	Architect	Carpenter
<b>Preparations</b>				
Locate nearest grocery store and affordable clothing store to refugee.	X	X	X	
Collect and deliver first month's supply of food.	X	X		
<b>First Week</b>				
Ensure, at all times, the family has an ample supply of food and drink.	X	X		
Coordinate with finance team to purchase new socks and under garments. (Ensure all other clothing needs are met.)	X	X		
Schedule a trip to the local grocery store. Coordinate with finance team to purchase groceries.	X	X	X	
<b>Second-Fourth Week</b>				
As needed, assist in grocery shopping.	X	X	X	
Help the family purchase clothing items from their budget.	X	X	X	
If invited, join the family for a meal. This is one way in which the family might express their gratitude to you.	X	X	X	

## Housing & Furnishing Team

### Responsibilities:

- Look at affordable housing prior to family’s arrival. Find temporary housing if this is most practical. (LSS/NCA may assist/guide in this process.)
- Once the family has arrived, help them sign the lease. (LSS/NCA will not co-sign a lease; arrangements must be made with landlord for family to sign lease after arrival. However apartment and set up must be secured before arrival. LSS/NCA may assist/guide in this negotiation.)
- Collect and deliver any furniture that has been donated by organization/congregation members and outside donors to the family’s permanent residence.
- Call utility companies to make arrangements for service. Coordinate with the finance team to make deposits/donations to LSS/NCA to provide family assistance.
- Have a telephone installed, or cell phones arranged
- Be prepared to inform/teach family about home security and basic home maintenance.

Qualifications: Knowledge of home maintenance and ability to communicate effectively with both realtors and renters. Hours per week: 2-4 hrs (The most work will be before the family’s arrival.)

Team: Team Leader and 2-4 members

### Housing and Furnishing Team Checklist

Task	Home Raiser	Foundation Layer	Architect	Carpenter
<b>Preparations</b>				
Look for affordable permanent housing (assist LSS/NCA staff ). <b><u>Do not sign the lease!</u></b>	X	X		
Encourage congregation to donate items from the supplies list (p.9). Host donation drives as needed to furnish home and supply family with basic needs.	X	X		X
Collect and deliver furniture and household items to residence.	X	X		X
Purchase any household items not donated. (Or create alternative plan of collection.)	X	X		X
Call utility company to make arrangements for service. Coordinate with Finance Team for deposits/distribution to LSS/NCA.	X	X		

First Week				
Share basic information regarding housing. Explain heat, utilities, bathroom fixtures, kitchen facilities, cooking appliances, running water, etc.	X	X	X	
Locate a washing machine and dryer for the family's use in apartment building or neighborhood. Provide instructions and give example.	X	X	X	
Assist family in signing lease.	X	X		
Assess the need for renter's insurance. (Obtain if necessary).	X	X		
Explain home security, use of household appliances, and basic home maintenance. (This may need to be repeated.)	X	X	X	
Second-Fourth Week				
Co-sponsor may provide phone cards for cellular/mobile service or a pre-paid mobile phone. (This is not required by sponsor.)	X	X		
Be available as an advocate for the family in their communications and negotiations with the landlord, telephone company, maintenance, etc.	X	X		



## Transportation Team

### Responsibilities:

- Coordinate with other teams to arrange for initial transportation to and from job interviews, stores, and social events.
- For any children under the age of eight, make sure that they all have a car or booster seat available.
- Instruct family in the use of public transportation.
- Assist the family in obtaining state identification cards, if necessary.

Qualifications: Valid driver's license, current vehicle insurance, availability during day & evening hours at least one day per week. Additional drug test screening requisite. Training required to drive LSS/NCA vehicles.

Hours per week: 2-4 hrs (As with other teams, the greatest need will be immediately following arrival.)

Suggested team: Team Leader, 2-4 team members

### Transportation Team Checklist

Task	Home Raiser	Foundation Layer	Architect	Carpenter
<b>Preparations</b>				
Organize team volunteers. Ensure that team will be able to cover all daytime, evening, weekend, and weekday needs.	X	X	X	
Secure a car seat for any child under the age of 6. (Each car transporting family will need availability of the car seat(s).)	X	X	X	
<b>First Week</b>				
Coordinate with welcome team to transport family to residence and other appointments.	X	X		
Teach family how to use car seats and seat belts.	X	X	X	
Coordinate transportation to necessary appointments and social events including grocery shopping, job interviews, and health appointments. (Will require coordination with other teams.)	X	X		
Teach family how to navigate public transportation (Metro and bus system).	X	X	X	
<b>Ongoing Needs</b>				
Provide ongoing transportation as needed.	X	X		

## Welcome Team

### Responsibilities:

- Greet family at airport. Work with Transportation Team to arrange for the transportation of family's initial housing.
- Provide orientation to home and community.
- Schedule social gatherings and outings
- In conjunction with the General Coordinator, visit regularly with the family.

Qualifications: Familiarity with the community; a friendly, outgoing spirit.

Hours per week: 2-4 hrs

Suggested team: Team Leader, 2-4 members

### Welcome Team Checklist

Task	Home Raiser	Foundation Layer	Architect	Carpenter
<b>Preparations</b>				
Coordinate with transportation team for transport from airport to housing (or other location based on LSS/NCA instruction.)	X	X		
<b>First Week</b>				
Greet family at airport.	X	X		
Provide a map of community and show family how to navigate to important locations.	X	X	X	
Provide a calendar for the household and help note all important appointments and interviews.	X	X		
Provide a directory of co-sponsor team members that family can call for help.	X	X	X	
Schedule regular visits with the family to address questions and concerns.	X	X	X	
<b>Second-Fourth Week</b>				
Continue to meet the family for meetings to address questions.	X	X	X	
Schedule cheap/free recreational activities to introduce family to the community.	X	X	X	
Plan a welcome meal with your congregation to welcome the family to the community. (Consider appropriate dietary and cultural requirements.)	X	X	X	