

## REFUGEE SERVICES CO-SPONSORSHIP APPLICATION

### **Part A. Contact Information**

Name of Group	
Affiliated/Member groups (if any)	
Town where group is based	
Primary Contact person (name, email, phone)	
Date of Submission	

### **Part B. Your Community Group**

1. Why is your group interested in co-sponsoring a refugee family?
2. Has your group ever co-sponsored a family or worked with refugees before?
3. What skills / assets / strengths would your group bring to the co-sponsorship?
4. What challenges would your group expect to face co-sponsoring a refugee family?
5. Have you recruited at least 10 volunteers who will serve as the core co-sponsorship team? How many members of the group will be ready to work at least 4 hours a week during the initial three months?
6. Would at least 5 members of your co-sponsorship team be able to attend a 7-hour training program one weekday at the Catholic Charities Refugee Services office?

7. Would your group be able to transport the refugee family to the Catholic Charities Refugee Services office to attend orientation classes for newly arrived refugees?
  
8. Does anyone in your group have a background in mental health?
  
9. Volunteer Vetting
  - a) All volunteers in co-sponsorship groups must complete a background check with Catholic Charities. Is there someone in your group who will be responsible for ensuring that all volunteers, including interpreters, undergo a background check? (Catholic Charities Refugee Services will provide instructions)
  
  - b) All volunteers in co-sponsorship groups must complete trainings to promote safety in the relationship between volunteers and refugee family members and children. Is each member of your group willing to complete Catholic Charities child safety training?
  
  - c) All volunteer drivers for co-sponsorship groups must have a valid license and auto insurance on file with Catholic Charities Refugee Services. Has your group designated someone who will be responsible for ensuring that all volunteer drivers have a valid license and auto insurance and that this documentation is provided to Catholic Charities Refugee Services?
  
10. Group structure and insurance  
Please read the document on **Liability and Group Organization**.
  - a) How is your group organized? Is it an independent 501c3 or attached as an affiliate to a 501c3?
  
  - b) Is your group affiliated with an institution whose insurance policy would serve as secondary, after the driver's insurance policy, in the event of a car accident?
  
11. Will an institution or individual affiliated with your group co-sign the lease with the refugee family, if the landlord requires a co-signer?

12. Has your group designated two administrative contacts who will be responsible for ensuring that all documentation of services, and logging of volunteer hours and mileage, be completed and provided to Catholic Charities Refugee Services on a timely basis?
  
13. Memorandum of Understanding  
Please have your group leaders read the Catholic Charities Refugee Services Co-sponsorship Memorandum of Understanding. Will a representative from your group be ready to sign the Memorandum of Understanding upon accepting an offer of co-sponsorship?
  
14. In addition to co-sponsorship, Catholic Charities Refugee Services sometimes works with community groups to help refugees and other immigrants in different ways, generally providing less structured forms of support. Would you be willing to consider a less intensive form of support for new arrivals, for example offering support with driving lessons, English language training, in collaboration with Catholic Charities Refugee Services if that is what Catholic Charities determined to be more valuable for a specific family?
  
15. Co-sponsorship groups must raise \$2000-\$4000 in cash and donations (such as furniture, bicycles, car, clothing, etc.) for each family with whom they are matched. Co-sponsorship groups are encouraged to fundraise to this end. Would your group like guidance on fundraising for co-sponsorship?

### **Part C. Location and Services**

1. Housing  
Identify 2-3 neighborhoods in your area that are accessible via public transportation and where there are affordable 2-, 3- and 4-bedroom apartments. Familiarize yourself with the rental markets. Talk to residents of these neighborhoods. Talk to landlords. Describe these neighborhoods noting safety, diversity, affordability, sense of welcoming:
  
2. Public Transportation  
Access to transportation is an essential component of successful resettlement because self-sufficiency, the goal of refugee resettlement, is unreachable without it. Familiarize yourself with local public transportation options in the neighborhoods you have identified. Describe the

accessibility of these neighborhoods with regard to social-service agencies (particularly Catholic Charities), culturally relevant grocery stores and other shops, places of employment, and other resources like libraries and public parks.

### 3. Access to English Language Classes

Describe the types of free English language instruction that would be available to residents of these neighborhood, including but not limited to municipal/regional adult education, libraries. How frequent are the classes? Are they accessible via public transportation?

If there are no free English classes in your area, or if classes are less than 3 times per week, how would your co-sponsoring group enable refugees to learn English quickly?

### 4. Schools

Talk to school administrators in the local public schools of the neighborhoods you've identified. Describe that resources they offer to English language learners and efforts they can make to accommodate newly arrived immigrant students. Ask about languages spoken among the student and teacher populations. What local education resources are available for school age refugee children?

### 5. Early Childhood Education/ Childcare

Are there Head Start or other free school-readiness programs in your area for children aged 3-5? Are there free or discounted daycare options for children under 3?

### 6. Healthcare

Identify healthcare providers in your area who accept refugee health insurance, are accepting new patients, and provide interpreters (either in-person or by phone.) Name at least one primary care provider and one mental-health provider in your area who fit these criteria. Community health clinics are acceptable providers.

7. Engaging Local Government

Contact your local elected officials (City Council, etc.) about your plans to co-sponsor a refugee family, likely from the Middle East or Africa. Describe their responses.

8. Employment

Familiarize yourself with the local employers in your area. Are there entry-level jobs that don't require English proficiency?

9. Interpreters

Please identify a few people in your area who are willing and able to serve as interpreters, with native-level fluency in at least two of the following languages: Kinyarwanda, Swahili/ Kiswahili, Dari/Farsi, Pashto, Tigrinya, Somali, or Arabic. Other languages that could be useful are French, Lingala, and Oromo.

Please provide the names and affiliations, if any, of these potential interpreters.

10. Cultural Resources

Are there communities in your area/individuals in your community group or organization who share the cultural backgrounds and/or languages of the refugees Catholic Charities resettles? (Congolese, Afghan, Sudanese, Eritrean, Iraqi, and/or Syrian?) If so please contact them to discuss your group's goal of resettling a refugee family. Please describe these communities and their interest in your project.

11. Disability Resources

a) Would your group have the capacity to resettle a refugee family member with a physical disability in your area? Is there affordable housing in your area that is wheelchair-accessible? Is there someone in your community who has a van with a lift?

b) Would your group have the capacity to resettle a refugee family member with a cognitive disability (such as autism)? What resources are available in your area for people with cognitive challenges?

**Part D. Catholic Charities Refugee Services Feedback and Approval**

1. Catholic Charities Feedback:

2. Co-Sponsor Response to the Catholic Charities Feedback:

**For Catholic Charities Refugee Services office use only**

Approved by:

\_\_\_\_\_  
[Signature]  
Director of Refugee Services

Group Trained On: \_\_\_\_\_  
(date)

\_\_\_\_\_  
[Signature] Community Engagement VISTA/Community Co-sponsorship Co