Planning and Organizing for Co-Sponsorship

Consider Co-Sponsoring a Refugee Family!

Co-sponsorship is a shared commitment between Della Lamb Community Services (DLCS) and a community group to help a refugee family resettle in Kansas City, become self-sufficient, and thrive.

Criteria for Co-Sponsorship

- Ability to raise at least $3000 to provide 3-6 months of assistance and purchase mattresses for the family. (Since most of the funds will be used for rental assistance, the amount varies based on rental costs and the cash assistance program the family enrolls in. This is the total amount likely needed for the whole 3-6 months.)
- A strong well-organized core team (of at least 7 including the coordinator) with diverse skills who can commit to walking alongside a refugee family for the first 6 months after their arrival. The core team (along with support volunteers recruited by them) will need to devote about 10 hours/week between them for the first two months, after which the amount of time required will gradually decrease. Organizing your group into committees led by members of the core team will provide a helpful way to divide tasks and keep the goal of respectful accompaniment. Committees should include:
  - Housing & Welcome: Assists in securing an apartment (optional), gathering household and furniture items and setting up the home.
  - Transportation: Coordinates transportation needs and teaches the family how to access and navigate public transportation.
  - Health: Assists the family in tracking and attending follow-up medical and dental appointments, as well as understanding the basics of the U.S. medical system.
  - School & Education: Assists parents/guardians in enrolling children in school and understanding the school system. Supports adults in family with English language acquisition through conversational English. Can support children with homework assistance/tutoring.
  - Cultural Adjustment: Assists the family in understanding the community (finding the grocery store, library, parks etc.) Teaches the family elements of American culture and life that they might need help with (appliances, caring for the home etc.).
  - Jobs and Finance: Collaborate with employable individuals and the DLCS staff to understand budgets, assist with employment readiness, and network for employment.
Getting Started

1. **Organize your Team**
   Use the Organizing for Co-Sponsorship Worksheet to start getting together a team and think through all of the required aspects of the Co-Sponsorship commitment.

2. **Attend Initial Trainings**
   All members of your Co-Sponsorship Team (core team members and support volunteers) will need to attend the 2 preparatory trainings.
   
   a. Training 1: General Orientation to learn about who refugees are and how they arrive in the United States, as well DLCS’s programs, services, and volunteer policies.
   
   b. Training 2: Partnering with Refugees at DLCS to better understand how to walk alongside a refugee in their integration journey.

3. **Submit Co-Sponsorship Application**
   Use the information from the Organizing Co-Sponsorship Worksheet to complete the Co-Sponsorship Application. Submit to skolsto@dellalamb.org.

4. **Background Checks**
   It is important for each team member 18 years of age and older who will be interacting directly with the family to submit a background check as part of the application process.

5. **Attend a Co-Sponsorship Training**
   Once your team is set and your Co-Sponsorship Application has been approved, we will organize a team training at our office where we will delve into the nuances of what Co-Sponsorship entails.

6. **Sign Co-Sponsorship Agreement**

7. **Arrival and period of committed involvement with refugee family (6 months)**

DLCS assigns families to Co-Sponsors based on family needs, co-sponsor resources, and availability at the time DLCS receives an arrival notice. We anticipate that this entire preparation process will take a Co-Sponsor Team anywhere from 2 months to one year to complete, and that it could take up to another 6 months after completion before they are matched with a newly arriving family.

Through your journey of forming a team, developing resources, and completing your application, please reach out to us with any questions. We are excited to partner with you and want to support you in this process!

Sarah Kolsto, [skolsto@dellalamb.org](mailto:skolsto@dellalamb.org), 816.804.3768
Co-Sponsorship Application

Part A. Contact Information

1. Name of Group (if not coming from an organization, please create a group name for identification)

2. Affiliated/member groups (if any)

3. Neighborhood where group is based

4. Contact person (name, email, phone)

5. Date of submission

Part B. Your Community Group

1. Why are you interested in co-sponsoring a refugee family?

2. Has your group (or have any individuals in your group) every worked with refugees or other marginalized populations 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 6-8 volunteers who will serve as the co-sponsorship team? How many members of the group will be ready to work at least 2-4 hours a week during the initial three months?
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<thead>
<tr>
<th>Name of Role</th>
<th>Name of Team Member</th>
<th>Availability (days of week, times)</th>
<th>Other Relevant info/skills</th>
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<td>Team Coordinator</td>
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*required

+recommended

~optional
6. Will at least 6 members of your co-sponsor team be able to attend a 3-5 hour training at the DLCS office? (We will work with you to arrange the best possible day/time for your team.)

7. Does anyone in your group have a background in these areas? (please list names)
   a. Mental health –
   b. Nursing/healthcare –
   c. Education
      i. Youth –
      ii. Adult –
   d. Public benefits –
   e. Personal finance/financial literacy –
   f. Human resources/employment coaching –

8. Does anyone in your group have language capacity (other than English)? If yes, please list the name, the language(s), and the level (beginner, intermediate, proficient, fluent) for each individual.

9. Which member of your group will be responsible for ensuring that all volunteers attend all required trainings and submit a background check? (DLCS will provide instructions)

10. Which member of your group will be responsible for ensuring that all volunteers who may drive members of the family have a valid license and insurance?

Part C. In-kind and Cash Donations

11. Is your group able to commit to raising $3,000-$5,000 to support your family as well as collect donations to fully furnish a home?

12. What is your fundraising goal and strategy? How much have you raised at the time you are submitting this application?

DLCS will ask your team to sign a Memorandum of Understanding (MOU) upon accepting an offer of co-sponsorship. This is a non-legally binding agreement recognizing the commitment your group is making. More details forthcoming.
Part D. DLCS Feedback and Approval

1. DLCS Feedback:

2. Co-sponsor Response to the DLCS feedback:

For DLCS office use only

Group Trained on: ________________________________

(Date)

DLCS staff signature ________________________________