

Sponsor Checklist **Community Sponsor Checklist** Sponsor Check

The community sponsor checklist is a week-by-week guide to the important activities sponsors and newcomer refugees can do together. Work with the newcomer and resettlement office staff to identify priorities and additional activities.

PRE-ARRIVAL	<ul style="list-style-type: none"><input type="checkbox"/> Organize the community sponsorship team<input type="checkbox"/> Complete training and community sponsorship paperwork<input type="checkbox"/> Fundraise for community sponsorship<input type="checkbox"/> Set up household including furniture, household goods, and food<input type="checkbox"/> Airport pick-up
ARRIVAL	<ul style="list-style-type: none"><input type="checkbox"/> Arrival, home, and personal safety orientation in coordination with resettlement staff<input type="checkbox"/> Provide arrival meal that is appropriate for newcomers' culture
WEEK 1	<ul style="list-style-type: none"><input type="checkbox"/> Arrival meeting to discuss goals of sponsorship and calendar of activities<input type="checkbox"/> Review home and personal safety orientation<input type="checkbox"/> Documentation and enrollment in any applicable key benefits in coordination with resettlement staff such as:<ul style="list-style-type: none">- Employment Authorization Document (EAD)- Social Security Card- I-94- AR-11- Medicaid- Refugee Medical Assistance (RMA)- Refugee Cash Assistance (RCA)- Temporary Assistance for Needy Families (TANF)- Supplemental Nutrition Assistance Program (SNAP)- Women Infants and Children (WIC)- Supplemental Security Income (SSI)<input type="checkbox"/> Grocery shopping<input type="checkbox"/> Clothing and necessities shopping<input type="checkbox"/> Community and cultural orientation
WEEK 2	<ul style="list-style-type: none"><input type="checkbox"/> Budgeting, completing an initial monthly budget with newcomers<input type="checkbox"/> School enrollment for any school-age newcomers<input type="checkbox"/> Enrollment in English language training classes or programs<input type="checkbox"/> Transport newcomers to Refugee Health Assessment<input type="checkbox"/> Assist as needed in enrollment in employment services and connect with employers in coordination with resettlement staff<input type="checkbox"/> Review the lease with newcomers as applicable<input type="checkbox"/> Community and cultural orientation

WEEK 3	<ul style="list-style-type: none"> <input type="checkbox"/> Complete Selective Service registration with males ages 18 through 25 <input type="checkbox"/> Public transit orientation and practice <input type="checkbox"/> Community and cultural orientation
WEEK 4	<ul style="list-style-type: none"> <input type="checkbox"/> Identify health care and mental health providers and resources <input type="checkbox"/> Community and cultural orientation
WEEKS 5 – 8	<ul style="list-style-type: none"> <input type="checkbox"/> Budgeting, completing a monthly budget with newcomers <input type="checkbox"/> Assist newcomers in setting up a bank account <input type="checkbox"/> Follow-up health care appointments <input type="checkbox"/> Assist in completing employment applications in coordination with resettlement staff <input type="checkbox"/> Community and cultural orientation
WEEKS 9 – 12	<ul style="list-style-type: none"> <input type="checkbox"/> Midpoint meeting to review progress made and priorities for the last month of the sponsorship period <input type="checkbox"/> Budgeting, completing a monthly budget with newcomers <input type="checkbox"/> Assist in completing employment applications in coordination with resettlement staff <input type="checkbox"/> Community and cultural orientation
WEEK 12	<ul style="list-style-type: none"> <input type="checkbox"/> Transition meeting to review progress made, highlighting ongoing resources, and determining the nature and duration of any remaining support <input type="checkbox"/> A neighbor celebration gathering sponsors and newcomers to celebrate three months of sponsor period and future as neighbors⁷

⁷ Acknowledgement: This checklist incorporates content and expertise from [Church World Service](#).