



INTEGRATED REFUGEE  
& IMMIGRANT SERVICES

## CO-SPONSORSHIP APPLICATION

### Part A. Contact Information

Name of Group	Click here to enter text.
Affiliated/Member groups (if any)	Click here to enter text.
Town where group is based	Click here to enter text.
Name & Physical Address of the fiduciary*	
Contact person (name, email, phone)	Click here to enter text.
Date of Submission	Click here to enter text.

### Part B. Your Community Group

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

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2. Has your group ever co-sponsored a family or worked with refugees before?

Click here to enter text.

3. What skills / assets / strengths would your group bring to the co-sponsorship?

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4. What challenges would your group expect to face co-sponsoring a refugee family?

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5. Have you recruited at least 30 volunteers? (Among those 30 volunteers, we ask that you have 2 co-leaders who project manage the overlapping activities of committees for [each functional area of refugee resettlement](#) (e.g, housing, health, education, employment). We ask that 1-2 people on each committee take a leadership role to serve as point person(s). For a list of these functional areas and related duties, see <https://irisct.org/wp-content/uploads/2021/05/Sample-Resettlement-Team-Structure-May-2021.pdf>.) Have you identified who among your volunteers will take leadership roles?

Click here to enter text.

6. Would all of your volunteers be able to do a 7-hour training with IRIS? (via Zoom, in 3 sessions over 3 consecutive days, or via video recordings)

[Click here to enter text.](#)

7. Does anyone in your group have a background in mental health?

[Click here to enter text.](#)

#### 8. Volunteer Vetting

a) Is there someone in your group who will be responsible for ensuring that all volunteers (including interpreters) undergo a background check through Verified Volunteers? (IRIS will provide instructions)

[Click here to enter text.](#)

b) Will you ensure that all of your volunteers have undergone some form of child safety training? (e.g., “youth protection training,” or “safe sanctuary training”) (Here is a convenient online option for \$10/person: <https://www.d2l.org/education/stewards-of-children/online/>)

[Click here to enter text.](#)

c) Has your group designated someone who will be responsible for ensuring that all volunteer drivers have a valid license and insurance?

[Click here to enter text.](#)

#### 9. Group structure and insurance

a) How is your group organized? (e.g., an independent 501c3, attached to a 501c3)

[Click here to enter text.](#)

b) Is your group affiliated with an institution whose insurance policy will provide general volunteer liability coverage for all co-sponsorship volunteers?

Here are IRIS’s liability coverage requirements & guidelines for co-sponsors:

**For Auto:**

The volunteer’s individual driver/vehicle owner’s insurance will cover **the volunteers that are transporting the refugee family in their own cars.**

**For General Volunteer activities:**

(IRIS requires this coverage but does not dictate policy limits)

Coverage possibilities:

1. A co-sponsor group’s governing organization, such as a church/synagogue/mosque, service organization or professional organization may provide this coverage to the group.
2. Co-sponsor groups that are independent corporations may purchase this coverage on their own.
3. Co-sponsor groups that can not establish this coverage through partnering with a qualifying organization may purchase this coverage on their own.

Click here to enter text.

- c) Have you designated a \*fiduciary for holding and disbursing co-sponsorship funds?  
(IRIS cannot hold and disburse co-sponsorship funds.)

Click here to enter text.

10. Will an institution or individual affiliated with your group co-sign the lease (with the refugee family), if the landlord requires a co-signer?

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11. Has your group designated an administrative contact who will be responsible for ensuring that all paperwork be completed and returned to IRIS according to the requisite deadlines?

Click here to enter text.

12. Memorandum of Understanding

Please have your group leaders read the Iris Co-sponsorship [Memorandum of Understanding](#).

(Click on the hyperlink, or access from our [Co-Sponsorship Resources page](#))

Will a representative from your group be ready to sign the MOU upon accepting an offer of co-sponsorship?

Click here to enter text.

13. In addition to co-sponsorship, IRIS sometimes works with community groups to help refugees and other immigrants in different ways, generally providing less structured forms of support.

a) Would you be willing to consider assisting other types of clients such as asylum seekers, visa holders or undocumented immigrants?

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b) Would you be willing to consider a less intensive form of support for new arrivals (in collaboration with IRIS) if that is what IRIS determined to be more valuable for a specific family?

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14. Would your group like guidance on fundraising for co-sponsorship? Let us know, and we can connect you with our Development staff.

Click here to enter text.

15. Have you and all of your volunteers read the [Community Co-Sponsorship Program Manual](#)?

## **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:

[Click here to enter text.](#)

## 2. Public Transportation

Access to public transportation is a crucial component of successful resettlement.

- a) 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, grocery stores and other shops, places of employment, other cities and towns.
- b) If public transportation is not available in your resettlement location, please outline your transportation plan. (In this case, we would recommend a transportation committee that is responsible for coordinating rides and carpool options, helping at least 1 adult in the household obtain a drivers' license, facilitating a car donation, and helping the driver navigate auto insurance, car taxes, etc.)

[Click here to enter text.](#)

## 3. Access to English Language Classes

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

[Click here to enter text.](#)

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?

[Click here to enter text.](#)

## 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.

[Click here to enter text.](#)

## 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?

[Click here to enter text.](#)

## 6. Healthcare

Identify healthcare providers in your area who accept HUSKY (Medicaid) 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.

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#### 7. Employment

Familiarize yourself with the local employers in your area. Are there entry-level jobs that don't require English proficiency? (e.g., factory work, cleaning, service industry)

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#### 8. 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: Dari/Farsi, Pashto, Arabic, or Swahili/ Kiswahili. Other languages that could be useful are: French, Tigrinya, Turkish, Urdu, Lingala, Kinyarwanda, & Bembe. (Keep an eye out for these rarer languages, but focus on Pashto, Dari/Farsi, Arabic, & Swahili.)

Please build into your budget compensation for interpreters at a rate of at least \$20/hour.

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#### 9. Cultural Resources

Are there communities in your area who share the cultural backgrounds and/or languages of the refugees IRIS resettles? (Afghan, Congolese, 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.

[Click here to enter text.](#)

#### 10. Disability Resources

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

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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?

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### **Part D. IRIS Feedback and Approval**

#### 1. IRIS Feedback:

[Click here to enter text.](#)

#### 2. Co-Sponsor Response to the IRIS Feedback:

[Click here to enter text.](#)

**For IRIS office use only**

Approved by:

\_\_\_\_\_  
[Signature]  
Chris George, IRIS Executive Director

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

\_\_\_\_\_  
[Signature] Co-sponsorship Program Manager