

Please check each of the following when completed:

- Our co-sponsor group is constituted as a distinct legal entity, **or** a distinct legal entity is serving as our fiduciary.
- We have recruited **at least 20** volunteers (Iris recommends 30.) Our resettlement team is organized with clearly defined [roles and responsibilities](#). Collectively, we are ready to devote 40 hrs/week to resettlement tasks for the first month.
- We have recruited **at least 3** interpreters who can assist in person in **at least 2** of the following language(s) (**Please check any and all that apply**): ___Arabic ___Farsi/Dari ___Pashto ___Swahili (These are the most common languages for IRIS arrivals and should be prioritized.) ___Somali ___Kurdish ___Dinka (Less common, but significant arrivals speak these languages.)
- We have surveyed our interpreters regarding their availability and have ensured that we will have interpreter coverage on weekdays, evenings, and weekends. We will have interpreters for all important meetings, including the arrival of the family and meetings with the IRIS Case Manager. (We will supplement in-person interpretation with [Tarjimly](#) and/or phone interpreters.)
- Volunteer vetting and liability:**
 - 1) We have vetted **all volunteers** who will have contact with refugees: Their background checks through Sterling Volunteers have cleared. (in-person interpreters are required to have background checks as well.)
 - 2) Returning volunteers have submitted new background checks **if their previous check is more than 5 years old**. If they work directly with children, they have submitted a new check **if the previous check is more than 3 years old**.
 - 3) **All volunteers** have done Co-Sponsorship Training ("live" via Zoom or via recorded video.) **Returning volunteers who have not completed the training in the past 3 years have been re-trained.**
 - 4) Volunteers who will be working with minors have done some form of youth protection training. ([HERE](#) is an online option for \$10/person.)
 - 5) For all volunteers who will be driving refugee family members, we have retained copies of their driver licenses and certificates of insurance coverage.
 - 6) We have secured general volunteer liability coverage.
 - 7) We will have all volunteers and interpreters sign a [confidentiality agreement](#) asap and keep them on file.
 - 8) We will send signed confidentiality agreements from our core team (co-chairs & subcommittee leaders) to our IRIS community sponsorship developer.
- Healthcare:**
 - 1) Health team leaders have familiarized themselves with the IRIS resources on Refugee Health Assessments (RHAs) and Mental Health and have identified an RHA provider in our area who accepts HUSKY.
 - 2) We have identified primary care providers and mental health providers in our area who are taking new patients, accept HUSKY, and provide interpreters.
 - 3) We have a mental-health emergency plan in place.

Housing:

- 1) We have identified **temporary** housing options, in case of a short-notice arrival. We have reviewed the requirements in the co-sponsor manual for temporary housing.
- 2) We are confident that we can secure affordable long term housing (a 6-month to 1-year lease) once we have an arrival date and family size. (Please do NOT sign a lease before you have an arrival date.)
- 3) All required furniture and household items are collected or at least identified.
- 4) An individual or institution affiliated with our group is willing to co-sign the lease.
- We will and can be ready to receive a family on 1-week notice. (We understand that we could wait for up to six months, and we are prepared to be "on call" on 1-week notice for up to six months.)
- We have raised \$15,000-\$20,000 for up to 6 months of rental assistance (until clients are employed & can cover their rent with a combination of earned income and state assistance).
- We have scheduled meetings or identified key connections to secure meetings with local community leaders: at least one elected official, a representative from the police department, and a public school administrator. (See IRIS's [Local Community Engagement Requirements & Guidelines](#).)
- By checking the box, our group commits to updating IRIS if our capacity to resettle an IRIS family changes.

Are you committing to co-sponsor a family with any agencies other than IRIS? ___Yes___No

If so, what is your capacity in terms of the number of families you can co-sponsor at this time?

For groups that have already co-sponsored at least one family:

- We have re-submitted our prior application that was approved as well as the addendum required to ensure all information is updated. (The addendum is supplied to group leaders by their CS Developer.)
- Any continuing assistance our group offers to refugees we have co-sponsored in the past is minimal and would not impact our ability to focus our resettlement efforts on a newly arriving family.

Contact Person(s) Name(s) and signature(s) [can be typed electronically] _____

Phone/Email of Principal Contact Person: _____

Name & Address of Governing Organization (e.g., Faith-Based Organization, Group with Non-Profit 501c3 Designation): _____
