**Co-Sponsorship Team Application Form**

Thank you for your interest in establishing a Co-sponsorship Team and committing to journey alongside a refugee family. This application serves to help the Alliance for African Assistance (AAA) learn more about your team’s resources and capacity so that we can properly assess your readiness to welcome and select an appropriate match, if accepted. AAA recognizes that co-sponsorship is important and intensive work, and therefore requests teams to acquire the skills, structures, and protocols needed to support a refugee family to integrate successfully.

Please note that completing this application does not guarantee that your team will be matched with a newly arriving refugee family. AAA will review all applications received and provide feedback to the group on the best way forward. Accepted teams are required to participate in training prior to being matched, in order to be well prepared to assist in the resettlement process. AAA will do all possible to ensure that co-sponsorship is a positive and beneficial two-way experience.

**Part A – Team Information**

|  |  |
| --- | --- |
| Team Name |  |
| Type of group (i.e. non-profit, church, company) |  |
| Affiliated entity (if any)  address & contact information |  |
| Team Coordinator name & contact information |  |
| Regular team meeting time (if any) |  |
| Intended duration of participation |  |
| Date of submission |  |

**Part B – Motivation & Experience**

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

1. Describe the experience your wider group (or any individuals in your specific team) has working with refugees or other marginalized populations previously.

1. What skills / assets / strengths would your team bring to the complex task of supporting a refugee family to successfully integrate?
2. What challenges would your group expect to face co-sponsoring a refugee family?
3. What topics would your team like to receive additional resources/guidance on and ensure are well covered during training?

**Part C – Finances**

1. What is your team’s fundraising goal?
2. How much have you raised (in pledge form) at the time you are submitting this application?
3. What activities do you plan to implement in order to raise the remaining funds?
4. Who will be responsible for managing pledges and ensuring pledges are fulfilled at the time of signing a written agreement (upon being matched with a family) and submitted to AAA?

**Part D – Non-Monetary Resources**

1. Where will in-kind donations such as furniture, clothing, household items, etc. be collected and stored until they are needed?
2. Who in your team will be responsible for tracking and valuing the in-kind contributions you donate to the refugee?
3. Do you have access to vans or trucks to move furniture and other large items from one place to another?
4. Does your group have liability insurance that will cover individual team members who drive refugees to different places? Or will team members be relying on their personal auto insurance?
5. Does your group have a large space (indoor or outdoor) which could be used for educational or celebratory events at no cost? If so, provide details.
6. Does your group have members or a special connection to any landlords or employers that you think could be supportive to refugees? If so, provide details.

**Part E – Volunteer Base**

1. How many individuals are committed **core members** of your team? (note: all core members must be trained and submit a background check)
2. How many additional **support volunteers** does your team have who can be called upon for specific roles and ancillary support? (Note: support volunteers are also required to attend training or submit a background check only IF they will have any direct contact with the refugee family)
3. Do you have anyone in your team who can provide translation or interpretation services? In which languages?
4. How is your team intending to coordinate activities and communicate plans and issues internally to avoid potentially confusing or overwhelming the refugee?
5. Who in your team will be responsible for ensuring compliance with AAA’s requirements to attend training, submit background checks, verify valid driving license and insurance (for team members who will drive the refugee), sign written agreement when matched, maintain confidentiality, submit documentation, etc.
6. Please fill and attach a [chart](#bookmark=id.30j0zll) with the details of your team members, by committee and level of commitment.

**Part F – Additional Information**

Feel free to include any additional information that was not captured in the previous sections that you feel AAA should know.

*Thanks for your interest! We are excited to partner with you to create welcoming, vibrant and diverse communities across the U.S. Contact us with any questions you have in the process at* **anchalee@alliance-for-africa.org**



***For Resettlement Office use only:***

Criteria verification

* Have **at least 7 individuals** who are willing to take on leadership roles, with 1 person identified as the team coordinator
* Be capable of **raising and holding at least $3000** as well as **collecting furniture and other items families need**
* Be committed to accompanying the family, **devoting several hours every week**, for 9 months post-arrival (**12+ months total of involvement** including pre-arrival planning)
* Be willing to enter into a (non-legally binding) **written agreement** with AAA which outlines the duties the Welcome Team commits to perform and the conduct team members agree to uphold
* Be **open-minded, flexible, and persistent learners** who are willing to attend training and provide as well as receive feedback from AAA before, during, and after being matched with a refugee

|  |  |
| --- | --- |
| Areas of strength   * Fundraising * Housing * Health care * Mental health * Education * Public benefits * Employment coaching * Personal finance * Language/culture (specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_) * Other: | Areas of concern   * Fundraising * Housing * Health care * Mental health * Education * Public benefits * Employment coaching * Personal finance * Language/culture (specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_) * Other: |

Background checks received for all core team members? Y / N

Additional comments:

Recommended next step

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Proceed with training |  | Provide feedback and request group spends more time preparing |  | Recommend less intensive involvement opportunities |

Application reviewed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_\_\_\_\_\_

(staff name) (date)

Applicant response to feedback:

Team Trained on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(date)

Team signed MoU on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(date)

**Co-Sponsorship Team Member Details**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Name** | | **Area(s) of expertise/ strength** | **Availability notes**  (days of the week; hours per week) | **Commitment level** (core member / support volunteer) | **Language skills**  (indicate level of proficiency) |
|  | | **Team Coordinator** | | | | |
| 1 |  | |  |  |  |  |
| 2 |  | |  |  |  |  |
|  | | **Housing and Welcome** | | | | |
| 3 |  | |  |  |  |  |
| 4 |  | |  |  |  |  |
|  | | **Transportation** | | | | |
| 5 |  | |  |  |  |  |
| 6 |  | |  |  |  |  |
|  | | **Health** | | | | |
| 7 |  | |  |  |  |  |
| 8 |  | |  |  |  |  |
|  | | **Education** | | | | |
| 9 |  | |  |  |  |  |
| 10 |  | |  |  |  |  |
|  | | **Cultural Adjustment** | | | | |
| 11 |  | |  |  |  |  |
| 12 |  | |  |  |  |  |
|  | | **Jobs and Finance** | | | | |
| 13 |  | |  |  |  |  |
| 14 |  | |  |  |  |  |
|  | | **Other committees/roles (specify)** | | | | |
| 15 |  | |  |  |  |  |
| 16 |  | |  |  |  |  |

ADD AS MANY ROWS AS NEEDED