**Faith/Community Group Commitment Form – Guidelines**

**Purpose of the Form:**

* Replaces former *Co-Sponsorship Commitment Form*
* To be used in reporting co-sponsorships through relevant RA’s reporting process (database and/or case file)
* Should only be used to report a commitment made by an established community group (such as a congregation or service organization) to perform certain activities/provide certain services to a specific case
* This form must be submitted either: 1) at the time of the assurance, 2) post-assurance, pre-arrival, or 3) post-arrival, *no later than 30 days after arrival.*
* This is the only form required to report co-sponsorships on the case assurance.

**Activities Community Groups May Perform**

To allow for variance between affiliates, affiliates should clearly define the components of each category in the activity list according to their needs and protocol. Local affiliate definitions should be submitted once, via email, to the relevant national agency staff point of contact for co-sponsorships. Should definitions change over time, revisions should be resubmitted.

The following are details about each mode of activity, in line with the cooperative agreement.

* **Welcome Home**:Help set up an apartment for an arriving refugee individual or family.
* **Rental Assistance**: Make a financial contribution to the local agency to assist in paying for housing.
* **Furnishings and Supplies**: Collect furnishings, kitchen and household items, hygiene and cleaning items.
* **Stock the Pantry**:Purchase a week’s supply of culturally appropriate groceries for the family.
* **Arrival**:Pick up the individual or family from the airport and welcome them to their new home and community.
* **Welcome Meal**: Prepare a culturally appropriate meal, ready for the individual or family to enjoy immediately upon arrival at their new home.
* **Health**:Accompany the individual or family to medical appointments and assist as an advocate for the individual or family’s healthcare access.
* **Conversation**: Focus on developing English skills with the individual or family.
* **Financial Education**:Facilitate financial education for the individual or family.
* **Job Development**:Help the individual or family with employment preparation in order to work towards self-sufficiency.
* **Transportation Assistance**:In partnership with local agency staff and case managers, arrange for transportation of individual or family in situations where public transportation is not practical.
* **Community Guide**:Use your creativity to help the refugee family to learn more about their new community.

**Frequently Asked Questions**

**Can a group of friends, a book club, or a family providing core services to a case be considered a co-sponsor, which we report using the new *Community Group Commitment Form*?**

No, they cannot. A group providing core services to a case must be an established community group in order to be considered a co-sponsor.

CWS, EMM, and LIRS understand an established community group to be a 501(c)3 organization (which applies to the vast majority of faith communities and non-profit organizations), a service or honorary/fraternal organization (such as Rotary Clubs, Lions Clubs, Kiwanis Clubs, collegiate fraternal or philanthropic organizations), *or* aschool, business, professional organization, etc. A small team that is part of a larger qualifying organization may be the team responsible for carrying out co-sponsorship activities, but the larger organization must be the entity listed on the form. (For example, a small group of 15 people from St. Matthew’s Church have agreed to serve as the co-sponsor team. St. Matthew’s Church will be listed on the form as the co-sponsor, and the small group will be trained and prepared to complete the tasks they have selected.) Should you have a question about the eligibility of a particular group to be a co-sponsor, please contact the relevant national agency.

**Should we report the contributions/service of an ad hoc and informal group using the *Community Group Commitment Form*?**

No, you should not. The *Community Group Commitment Form* replaces the former *Co-Sponsorship Commitment Form*. As with its predecessor, it should only be used for those organizations that qualify as co-sponsors per the cooperative agreement, that is, those organizations that are established community groups (see question and answer above).

**The use of “co-sponsor” versus “community group” is confusing. How should we use these terms?**

“Co-sponsor” and “co-sponsorship” are words that are common parlance in the resettlement world. However, they are uncommon and may be confusing or off-putting to those outside of the resettlement context. We recommend that use of the word “co-sponsor” and “co-sponsorship” be reserved for dialogue and correspondence with resettlement colleagues. These words are for internal-to-resettlement use.

For external audiences and especially for outreach purposes, we encourage the use of creative alternatives and new language and messaging to describe this engagement model. “Community group” is the word used on the new *Community Group Commitment Form*, which is the successor to the former *Co-Sponsorship Commitment Form.* You may use “community group” as an alternative to “co-sponsor,” but we highly encourage affiliates to brainstorm and develop warm and inviting terms/messaging that will work in their own local context.

Some affiliates have re-branded co-sponsorship as “Welcome Teams.” Others have transformed the traditional co-sponsorship model to suit their local context, developing models like “Community Circles,” which, while not qualifying as co-sponsors because members of the “Community Circle” don’t represent a single established community group, still provide vital services and assistance to affiliate staff and clients.

* Please notify the relevant national agency of the terms/messaging your organization chooses to use in external messaging about co-sponsorship. Should your organization choose to create and promote different “tiers” of co-sponsorship, please notify the relevant national agency of this initiative, as well.
* When a community group selects a category from the activity list, it is understood that they are fulfilling the majority or all of the items in that category. For example, if they have selected “Stock the Pantry Partner,” and the affiliate has defined this as “purchasing all dry goods and perishables from the culturally-appropriate food items list,” then the community group is committing to purchasing all items on the list. Affiliates should remember that in the event a community group does not complete an activity, affiliates must ensure that all core services are provided.