



Welcome the stranger.
Protect the refugee.

HIAS New York Refugee Resettlement Project: Host Organization Letter of Intent

Thank you for your interest in becoming a **HIAS Host Organization in New York**. Your host organization may be chosen to assist HIAS resettle a refugee or SIV family in New York. Accepted host organizations will receive an orientation and training to prepare the volunteers to assist HIAS with the resettlement process.

The following application serves to not only help clarify the skills, structures and protocols needed to assist HIAS with refugee and SIV resettlement in New York City, but also to help us learn more about your host organization's resources and capacities.

Please note that completing this application does not guarantee your host organization's participation in the New York Refugee Resettlement Project.

PLEASE INCLUDE ALL OF THE FOLLOWING SECTIONS IN YOUR LETTER OF INTENT.

About the Host Organization Applicant:

Please provide an overview of the host organization applicant. Please include the following:

- The groups applying to be a host organization and their location(s). If the applicant is comprised of more than one group, please provide a name for the consortium.
- What type of group (for example, non-profit, religious congregation, task force, for-profit organization, corporation, etc.)
- Identification of the individual(s) who are authorized to speak on behalf of the group, and the point person for communication between the organization and HIAS New York (if different from the person authorized to speak for the group)
- Contact information for both the organization(s) and point person(s)
- A description of the internal structure of the organization, how it is governed, and how decisions are made, including the decision to apply to become a host organization
- Specification of whether the organization intends to commit to a timeframe of one year or more than one year to host a refugee or refugee family

Finances:

Please detail:

- The organization's annual budget
- The organization's fundraising goal for the resettlement project
- How much has been raised to date
- Explanation of how funds will be managed

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Non-Monetary Resources:

Please describe the organization's non-monetary resources, including:

- Storage space
- Vans and trucks to drive refugees, furniture and household goods
- Non-monetary donations
- Connections to or relationships with landlords
- Access to or relationships with potential employers
- Explanation of how the non-monetary resources will be managed

Volunteer Base:

This section should describe the plan for organizing the volunteer base, including:

- The number of individuals committed to volunteering with the New York City Refugee Resettlement Project
- An explanation of how volunteers will be vetted and how the group will manage confidentiality issues
- A breakdown of volunteers by
 - Committee
 - Housing
 - Employment
 - Education
 - Health
 - Community Connections
 - Translation/Interpretation (optional)
 - Other (optional)
 - Level of commitment
 - Amount of time that a volunteer plans to commit per week
 - The length of time that he or she intends to volunteer (intermittent, ongoing for three months, ongoing for six months, ongoing for a year, etc.)
 - Area(s) of expertise

If you have any questions or concerns, please email Hadas Yanay at hadas.yanay@hias.org, Volunteer Coordinator, HIAS New York.