## Organizing the Welcome Team

**Coordinator**The coordinator will recruitteam members, liaison with CWS staff, schedule and lead team meetings, collect contribution information, delegate tasks to team members, and carry out other duties associated with welcome team.

*Every team approaches refugee welcome differently. Effective teams can range from five people to twenty or more. Welcome teams may find it useful to focus on the following areas:*

# Finance

This committee will identify sources of funding, and collect and distribute funds. They will also teach the refugees about finances, helping them to use the local banking system, to write checks, and to budget their own income.

# Transportation

This committee will help arrange transportation for the refugee during their initial appointments and teach the refugees how to use the local bus system.

### Education

This committee will facilitate the children’s registration into the public school system, collect school supplies, and help with first day of school as needed. They may assist adults with registration for ESL classes and learning the public transit route for the first ESL class. They may also visit the family’s home once a week to practice English skills, as available.

### Employment

In collaboration with CWS staff, this committee will help identify job leads. As available, they will help the refugees complete job applications and navigate transportation to interviews and first days of work as needed.

### Medical Access

This committee will assist the family in going to the health department for initial health screening. They will assist family in scheduling and navigating transportation to initial follow-up appointments, helping the family establish a file with important health information and provider contact information.

### Orientation and Friendship

This committee will orient the refugees to their new home and community, and arrange for social occasions and outings.

**Food and Clothing**This committee will stock the kitchen with food for the family’s arrival. They may provide a purchased or prepared hot, culturally appropriate meals for the family’s first night. They will teach the refugees about grocery stores and international food markets. They will arrange for a shopping trip within a few days to find immediate necessities, and find a resource for additional clothing in the first several weeks.

### Housing and Furniture

This committee will collect and furnish the apartment with furniture and household items.

**Communications**This committee will find ways to inform the faith community or community group of your work through bulletin announcements, Facebook posts, and other avenues. They can also talk to CWS about how to raise awareness in the community through media coverage and advocacy.