Welcome Team Checklist

*The following are activities and support a welcome team can provide. Welcome teams can communicate with the CWS case manager to determine which of the below they can contribute.*

**Organization**

* Identify team coordinator(s) and committees such as housing & furniture, food & clothing, employment & banking, etc.
* Meet with CWS for Welcome Team orientation.

**Pre-arrival**

* Collect new or gently used furniture and household items on ***Welcome Home List***.
* Deliver furniture and set up apartment prior to arrival.
* Stock the kitchen with a week of food. The ***Welcome Grocery List*** provides suggested items.
* Collect funds $3,000-$6,000 to assist with initial rent and utilities assistance, with $1,000 of that sustaining local office services and community outreach.
* Meet with or call case manager to discuss arrival and appointment schedule for initial weeks.

**Arrival**

* Purchase or prepare a culturally appropriate hot meal for the family’s arrival.
* Meet the individual/family at the airport and assist with transportation to apartment as needed.

**Post-Arrival**

* Accompany family to initial appointments:
	+ Intake at CWS
	+ Social Security Admin. To apply for SS card
	+ Health dept for refugee health screening
	+ School enrollment as needed
* Go with family to grocery store. Teach them where to find what they need and about comparison shopping.
* Take family to clothing closet to purchase any needed clothing. If possible, provide with giftcard and take to department store to purchase any needed new items.
* Set up checking account and practice writing checks and/or withdrawing money.

**Other Helpful Activities**

* Plan a bus day visiting key locations around the city such as hospital, school, a destination selected by the individual/family.
* Visit the local library and set up an account.
* Identify and pursue job leads (coordinate with CWS staff).
* Visit to practice English.

**Closing Celebration**

* Plan a 6 month celebration to mark family’s progress and transition of welcome team relationship from helping to friendship.