*This document is a Sample Welcome Team Planning Worksheet that congregations and groups may use as a resource for their ministries.*

*While by no means required, we invite you to send your completed form to Allison Duvall,* [*aduvall@episcopalchurch.org*](mailto:aduvall@episcopalchurch.org)*, so we*

*may use them as a resource to support others in their work. Additions/changes you make to these forms may be reflected*

*in updates to the* Supporting Asylum Seekers Toolkit.

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| **Welcome Team Planning Worksheet** | |
| Welcome Team Name |  |
| Community Partner(s), if applicable |  |
| Team Leader |  |
| Volunteers and contact information |  |
| Names and contact information of the primary points-of-contact for the asylum seeker/family |  |
| Duration of support for the asylum seeker/family |  |
| Types of support that will be provided (check ☐ if applicable and describe) | |
| ☐ Housing for \_\_\_\_\_ months  ☐ Payment of rent and utilities  ☐ Grocery/food support in form of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  ☐ Material needs, including \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  ☐ Transportation, including \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  ☐ Education support, including \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  ☐ Medical/Mental Health support, including \_\_\_\_\_\_\_\_\_\_\_\_\_  ☐ Employment support, including \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  ☐ Legal accompaniment (following up on asylum seekers’ and/or attorney’s requests), including \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  ☐ Social/emotional support, including \_\_\_\_\_\_\_\_\_\_\_\_\_\_  ☐ Additional financial support in amount of \_\_\_\_\_\_, concluding on \_\_\_\_\_\_\_\_\_\_[date] | |
| Team work, policies, and guidelines: | |
| ☐ Team has adopted Volunteer Guidelines and/or Agreement and each volunteer has signed.  ☐ Volunteers have received a background check.  ☐ Team has established policies and protocols around confidentiality.  ☐ Team has discussed and will abide by Safe Church Policies.  ☐ Team has established policies around how cash and material goods will be disbursed to the asylum seeker/family, and agreed upon a policy regarding gifts.  ☐ Team has established a clear system of communication and a regular meeting schedule. | |