*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**, 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. |