

Alabama Interfaith Refugee Partnership, Inc.
Volunteer Handbook
Revised September 2, 2021



Acknowledgements

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Legal Disclaimer

Please note that this handbook is not a substitute for personalized advice from a knowledgeable lawyer. If you need the help of a trained professional, please consult an experienced and licensed attorney. We provide this material for informational purposes only, and cannot vouch for or guarantee the results of any legal or other advice gleaned from these materials or received from any of the organizations, attorneys, or law firms mentioned herein.

PART 1: ORGANIZATIONAL SUMMARY

About the Alabama Interfaith Refugee Partnership, Inc. (ALIRP)

The Alabama Interfaith Refugee Partnership (ALIRP) is an interfaith network of laypersons, clergy, community organizations that has come together in response to the current global refugee crisis for the purpose of helping refugees and asylum-seekers. Our volunteer members come from many different faith traditions and live mainly in the Birmingham area. Our unifying purpose is to offer welcome, friendship and support through our network of resources to people who come to Alabama in search of a new life, safety, opportunity and freedom.

Our goal is to support refugees and asylum-seekers locally and globally by:

1. Educating the community and elected officials about the current refugee crisis and the process of refugee resettlement;
2. Advocating for policies that address the root causes of the refugee crisis and that increase U.S. support for refugees; and
3. Providing direct support for refugees and asylum-seekers in the United States and in the Birmingham community

Our History

In October 2016, a Refugee Interest Group was started as an outreach of the Justice Committee of the Unitarian Universalist Church of Birmingham (UUCB). Because the only refugee resettlement agency in Alabama is located in Mobile, the focus of the group was primarily on education and advocacy rather than on providing direct support. The group grew gradually, drawing in many other individuals and faith-based and community groups. Some of the group's early community partners have included the Alabama Coalition for Immigrant Justice, the Alabama Adelante Worker Center, the Hispanic Interest Coalition of Alabama, and the University of Alabama Institute for Human Rights.

Since 2017, ALIRP has sponsored numerous educational programs focused on the global refugee crisis. Then, late in 2018 the group was approached by a refugee resettlement agency and asked to assist in the resettlement of its first asylum-seeking family. Thus, the group was able to implement its third goal of providing direct support.

By 2019, the group realized that it needed a more formalized structure in order to increase its effectiveness. Seeking to improve its network of connections and to serve the needs of immigrants, asylum-seekers and refugees, it changed its name to the Alabama Interfaith Refugee Partnership, Inc., and applied for 501C3 status which was obtained in October, 2019.

About the ALIRP Board

The ALIRP is governed by an 11-member Board of Directors. The initial board members were elected by the friends and supporters of the organization, and included six members elected for 2-year terms, and five members elected for 1-year terms, in order to ensure that there will be continuity in the work of the board once new members are elected. Each board member serves for a 2-year term, and can be re-elected. Board members must be residents of the state of Alabama. Any vacancy occurring in the board of directors is filled by a majority vote of the remaining directors. A list of current board members can be found on the ALIRP website. Those interested in serving on the board are encouraged to contact the ALIRP president by email (President@alirp.org) or complete the Volunteer Interest Form on the website [at this link](#).

About the ALIRP Volunteers and Friends

The ALIRP depends on volunteers and friends to accomplish its mission. Any individual who would like to support the three-fold mission of ALIRP can become a volunteer and sign up to receive emails and newsletters about our work. Volunteers are encouraged to participate in ALIRP general meetings, serve on ALIRP committees, and volunteer to assist with other activities of the organization. Volunteers interested in providing direct support to refugees and asylum-seekers will participate in a volunteer orientation program.

There are many ways that volunteers can assist with supporting the work of ALIRP:

- Serving on a care team for an asylum-seeking individual or family to provide direct support including transportation, assistance with learning English, providing cultural orientation, and addressing other needs (such as obtaining donations of food, clothing, or furniture);
- Serving as a sponsor for an asylum-seeker;
- Providing financial support for an asylum-seeker or for other work of ALIRP by making tax-deductible donations to ALIRP;
- Assisting with education or advocacy activities of ALIRP;

Background screening is required for those volunteers who work with minor children who are not accompanied by their parents. Volunteers who provide financial support to the organization will also be acknowledged as “Friends” of the ALIRP. Anyone interested in becoming a

volunteer for the ALIRP should contact the ALIRP President (President@alirp.org) or complete the Volunteer Interest Form on the website at this link.

About the ALIRP Committees

The ALIRP includes one Board of Director (BoD) Committee (Finance), and seven Advisory Committees (Communication, Fundraising/Outreach, Direct Support, Education, and Advocacy). The BoD Finance Committee has authority to make decisions about matters related to finance, and includes at least three Board members. Each Advisory Committee includes at least one member of the ALIRP Board of Directors as Chair or Co-Chair, and additional volunteers. These Advisory Committees provide advice to the Board of Directors and do not have any responsibility for decisions affecting the organization.

Board of Director Committee

- **Finance** – Co-chaired by the Treasurer and Vice-President, and responsible for developing and approving an annual budget for the organization. This committee has authority to receive and disburse funds for the organization.

Advisory Committees

- **Advocacy** – Chaired by a board member, and responsible for recommending priorities and strategies to advocate for support of refugees and asylum-seekers locally and globally. Once these strategies are approved by the full Board of Directors, the Advocacy Committee will work to implement these strategies.
- **Communication** – Chaired by the Secretary, and responsible for recommending communication strategies to the Board of Directors (BoD). Once these strategies are approved by the BoD, the committee will assume responsibility for maintaining the organization’s web page, Facebook page, and other social media, and disseminating information about the group’s activities.
- **Development/Fundraising**– Chaired by the Vice-President, and responsible for identifying and implementing strategies to obtain grants and other fundraising to support the group’s activities.
- **Direct Support**– Co-chaired by two board members, and responsible for recommending policies and procedures for Direct Support volunteers. The committee organizes and implements training sessions for Direct Support volunteers. The Committee also oversees completion of intake assessments of prospective ALIRP Partner families, recommending types of support to be provided to each family, and obtaining board approval for financial support. One of the Co-Chairs of this committee serves as Partner Assessment Coordinator and is responsible for completing intake assessments of prospective ALIRP Partner families, recommending types of support to be provided to each family, and obtaining board approval for financial support. This board member also

consults with the other Direct Support Committee Co-Chair to assign prospective volunteers to Partner Care Teams. The other Committee Co-Chair serves as Care Team Coordinator and oversees orientation and support for Direct Support volunteers, and provides overall coordination and engagement for the care teams.

- **Education** – Chaired by a board member, and responsible for planning educational programs focused on addressing the mission of the organization, and identifying other partners who might co-sponsor these programs. Once these programs are approved by the BoD, the committee will work to implement the programs.
- **Outreach** – Chaired by a board member, and responsible for identifying and implementing strategies for outreach to involve others in the organization as volunteers. Once these strategies are approved by the BoD, the committee will initiate outreach to involve other faith-based and community groups as supporters of the Alabama Interfaith Refugee Partnership.
- **Volunteer** - The ALIRP Volunteer Committee is responsible for recruitment and engagement of volunteers within the ALIRP.

Who We Help

In carrying out its mission ALIRP interfaces with many types of individuals and organizations.

1. We assist individuals, faith-based organizations, elected officials and other advocates by sharing information about the evolving global refugee crisis.
2. We work with other organizations by advocating for policies that promote the humane treatment of asylum-seekers, refugees and detainees.
3. We offer direct support to refugees and asylum-seekers by providing safe housing, access to community resources, transportation, and other types of volunteer assistance and social support.
 - a. Individuals in need of such assistance must be referred to the ALIRP and must agree to work with the ALIRP according to the organization’s guidelines (discussed later in this manual).
 - b. Individuals receiving support from ALIRP must agree to abide by all U.S. laws pertaining to their particular status as a refugee, asylum-seeker, or detainee.

PART 2: VOLUNTEER INFORMATION

Basic Terminology Related to Immigration

In recent years, words used to describe people who seek to move (migrate) from one country to another country have become politicized. We will begin with the official definitions of several key terms:

- a. **Migration**- the movement of people from one geographical location to another.
- b. **Immigration**- the international movement of people into a destination country of which they are not natives or where they do not possess citizenship in order to settle or reside there.
- c. **Refugee**- someone who has been forced to flee his or her home because of war, violence or persecution-- often without warning. Refugees are unable to return home unless or until conditions in their native lands are safe for them again. An official entity such as the United Nations High Commission for Refugees (UNHCR) determines whether a person seeking international protection meets the definition of refugee based on a well-founded fear of persecution, war, or violence. By international law and convention, people who meet this definition are granted refugee status that entitles them to reside in a country that is willing to receive them.
- d. **Green Card**- a card that is issued as proof that U.S. Citizenship and Immigration Services (USCIS) has granted its approval for a person to remain in the United States as a permanent resident. It is called a green card because, prior to 1978, the residency cards that were issued had a greenish color.
- e. **Undocumented Immigrant**- a non-citizen who has crossed an international border without obtaining the legal right to reside or work there either as a refugee or immigrant. The term also denotes one who has fraudulently obtained documents that purport to show lawful immigration.
- f. **Asylum-seeker**- a non-citizen who has crossed an international border attempting to prove that she/he legitimately qualifies for refugee status. The border that he or she has crossed is not necessarily the border of the country where they wish to be resettled, although it often is. Asylum-seeking may be further divided into *affirmative* and *defensive* processes. To obtain asylum through the affirmative asylum process a person must be physically present in the United States. They may apply for asylum status regardless of how they arrived in the United States or what their current immigration status is. A defensive application for asylum is made when a person requests asylum as a defense against removal from the U.S. For asylum processing to be defensive, removal proceedings must be held in immigration court by the Executive Office for Immigration Review (EOIR).
- g. **Immigration and Customs Enforcement (ICE)**- the agency of the United States Government that is responsible for enforcing laws for undocumented immigrants, asylum-seekers and detainees.
- h. **Immigration Judge**- a judge who, on behalf of the Department of Justice, hears the case for a person who applies for asylum in the United States. The judge decides if he or she qualifies to be treated as a refugee. The Department of Justice ultimately rules whether the person should be granted asylum or should be deported.

The Refugee Resettlement Process

The initial determination of a person's refugee status is made by the office of the United Nations High Commissioner on Refugees (UNHCR). After being accepted as a refugee, the person is referred to a specific country for resettlement.

For persons referred to the United States, the Departments of Homeland Security (DHS), the State Department and Health and Human Services (HHS) work together through the U.S. Resettlement Program (USRP).

- Once the United Nations and U.S. embassies refer refugee cases for resettlement consideration, officers at the U.S. Citizenship Immigration Services (USCIS) and the DHS conduct interviews and make the final determinations for admission.
- The State Department's Bureau for Population, Refugees and Migration (PMR) coordinates admissions and allocations to specific cities and resettlement agencies, in conjunction with nine national voluntary agencies that oversee a network of some 250 affiliates in 49 states plus the District of Columbia. When refugees arrive at their destination these local affiliates greet them at the airport, help them with housing and access to other resources.

After their arrival, the Office of Refugee Resettlement (ORR) at HHS provides short-term cash, medical assistance to new arrivals, as well as case management services, English as Foreign Language classes, and job readiness and employment services – all designed to facilitate refugees' successful transition in the U.S., and help them attain self-sufficiency. These services are provided for up to eight months so that the refugee is able to become integrated into the new community where he or she has settled.

The Asylum Process

Depending on whether an applicant is or isn't in removal proceedings, he or she may apply for asylum either through the affirmative asylum process or the defensive asylum process. Under both of these processes, asylum-seekers must indicate they were persecuted or possess a "well-founded fear" of persecution in their home countries for which their government was unwilling or unable to prevent and protect them. This is determined during a credible fear interview with immigration authorities. Otherwise, they will be ordered removed from the United States.

The awarding of asylum has been defined by the Executive Office for Immigration Review (EOIR) as "a discretionary immigration benefit that generally can be sought by eligible aliens who are physically present or arriving in the United States, irrespective of their status, as provided in section 208 of the Immigration and Nationality Act ("INA"), 8 U.S.C. 1158."

(See <https://www.regulations.gov/document?D=EOIR-2019-0005-0001>, retrieved 1/10/2020)

Affirmative Asylum

In order to obtain asylum through the affirmative asylum process, an applicant must be physically present in the United States. An applicant may apply for asylum status regardless of how he or she or she arrived in the United States or his or her current immigration status. An applicant must apply for asylum within one year of the date of their last arrival in the United States, unless he or she can fit some exceptions, such as extraordinary circumstances which would have caused a filing delay.

An individual may apply for affirmative asylum by either: (1) submitting Form I-589, Application for Asylum and for Withholding of Removal through U.S. Citizenship and Immigration Services (USCIS) or (2) applying at a port of entry. When an applicant applies by submitting Form I-589, a USCIS officer must decide whether the applicant will be granted asylum in the U.S. If the USCIS officer denies an asylum application in the affirmative asylum process and the applicant possesses no current legal immigration status, he or she will be issued a Form I-862, Notice to Appear, and refer his or her case to an Immigration Judge at the Executive Office for Immigration Review (EOIR). At that point, the Immigration Judge will conduct a ‘de novo’ hearing of the case, which means that the judge conducts a new hearing and issues a decision that is independent of the decision made by USCIS. If USCIS possesses no jurisdiction over your case, the Asylum Office will issue an I-863, Notice of Referral to Immigration Judge, for an asylum-only hearing.

Defensive Asylum

In order for asylum processing to be defensive, the applicant must already be in removal proceedings in immigration court with the Executive Office for Immigration Review (EOIR). Applicants are generally placed into defensive asylum processing in one of two ways:

- He or she is referred to an Immigration Judge by USCIS after he or she has been determined to be ineligible for asylum at the end of the affirmative asylum process, OR
- He or she is placed in removal proceedings because he or she:
 - was apprehended in the U.S. or at a port of entry without proper legal documents or in violation of their current immigration status OR
 - was caught by U.S. Customs and Border Protection (CBP) trying to enter the United States without proper documentation, was placed in the expedited removal process, and was found to have a credible fear of persecution or torture by an Asylum Officer.

Immigration judges hear defensive asylum cases in courtroom-like proceedings. The judge will hear arguments from the applicant (and his or her attorney, if represented) and the U.S. Government, which is represented by an attorney from Immigration and Customs Enforcement (ICE). After hearing arguments, the immigration judge must decide whether the individual is eligible for asylum. If found eligible, the immigration judge will order asylum to be granted. If found ineligible for asylum, the immigration judge will determine whether the individual is eligible for any other forms of relief from removal. If found ineligible for other forms of relief, the

immigration judge will order the individual to be removed from the United States. The immigration judge's decision can be appealed by either party.

Applying for Asylum at a Port of Entry

When an individual seeks affirmative asylum at a port of entry, the process can quickly become even more complicated:

1. If the applicant has a visa or is otherwise determined to have legal authorization to enter the U.S. and chooses not to make an asylum claim, he or she may be allowed to enter but will still only have one (1) year from the date of that entry to apply for affirmative asylum with USCIS.
2. If an applicant is deemed not admissible due to suspected lying or insufficient legal documentation, a CBP officer can:
 - place the individual in expedited removal proceedings and have him or her deported without seeing an immigration judge OR
 - place the individual in expedited proceedings by CBP and referred to an asylum officer for a credible fear screening interview. At the credible fear interview, the applicant must explain how he or she has been persecuted or has a well-founded fear of persecution based on his or her race/ethnicity, religion, nationality, membership in a particular social group, and/or political opinion if returned to his or her country. Based on that interview, the officer will decide whether the applicant has a “significant possibility” of eligibility for asylum. If so, the officer refers such individuals to immigration court in a defensive asylum application process. If not, the applicant is ordered removed and may seek review by an immigration judge in effort to appeal the negative decision
3. In other instances, an applicant will be placed in detention, or detained, until he or she can receive a credible fear test.
4. In rare cases, a CBP officer may allow an applicant to withdraw without receiving an immigration penalty.

Given the aforementioned and the state of the U.S. immigration system, the current process for integrating asylum-seekers is much less well-defined than the process spelled out for refugees. In many instances, asylum-seekers are on their own. There is no constitutional right to attorney representation, no requirements that legal representation be affordable, and, if granted asylum, there is no Office of Resettlement (ORR) to serve these individuals even though the court has granted them the right of asylum. There is no automatic path for them to obtain a green card. The result is that there are many more “gaps” in the resettlement process of asylum-seekers and many more barriers to successful long-term integration. Frequently, it falls to groups such as ALIRP to provide the safety net which will lead to success. On a short-term basis ALIRP provides safe

housing, medical assistance, transportation, short-term cash, referral to English as Foreign Language classes (if needed), assistance in enrolling dependent children in school, and case management of contacts with other community resources

Migration, Relocation and Loss

It is nearly impossible for most of us to appreciate the multiple levels of loss sustained by people who must leave their country of origin and migrate to a new place. These losses are shared by all and may include:

- relationships with close family members (parents, siblings)
- memories of familiar places
- native language
- material possessions
- cultural identity and cherished rituals
- valued stories of hope and faith

These losses may be compounded if the person has spent many years in the limbo of a refugee camp or in an indeterminate status, either as an asylum-seeker or a detainee. For this reason, it is important for each person to be surrounded by a trained and dedicated team of volunteers. These dedicated neighbors can help him or her negotiate the many new experiences that resettlement will involve. Truly, it is people, not just material resources, who will make the difference.

General Guidelines for Partnering and Helping Asylum-Seekers

This section provides general guidelines for partnering with an asylum-seeking individual or family. Throughout this handbook, we sometimes use the term “Partner” when we are referring to a refugee or an asylum-seeking individual or family, to convey the concept of a mutual partnership, with the goal of helping the Partner to achieve his or her goals and dreams.

Serving Vulnerable Populations (*Adapted from EMM Toolkit*)

Asylum seekers are a particularly vulnerable group. First, they have fled danger or persecution, which, depending on the situation, may threaten to follow them into the United States. Even if they are safe, they may not feel safe for a long time. Second, the treatment of asylum seekers in the U.S. has become unpredictable because government policy is subject to change based on political dynamics, executive orders and other issues. And third, like other vulnerable populations, asylum seekers generally lack resources, power, and privilege. While congregations and most individual volunteers may not have professional training in protecting and dealing respectfully with vulnerable populations, it's important to learn as much as possible in order to help, not harm, the Partners you are working with.

Getting to Know Your Community (*Adapted from EMM Toolkit*)

We strongly encourage volunteers to get to know local and regional immigrant-led organizations, mutual assistance associations, and ethnic community-based organizations. Show up to learn, to listen, and to support, and not to take the lead. The goal of providing direct support to refugees and asylum-seekers is to PARTNER with the Partners, and to help them achieve their goal of living independently and contributing to their new community. We recommend the following resources for critical engagement on and exploration of these issues and questions:

- [**Toxic Charity: How Churches and Charities Hurt Those They Help, And How to Reverse It**](#) by Robert Lupton

-discusses new models for charitable groups who want to help - and not sabotage those they serve.

- [**When Helping Hurts: How to Alleviate Poverty Without Hurting the Poor... and Yourself**](#) by Steve Corbett

-discusses similar issues.

- [**Waking Up White, and Finding Myself in the Story of Race**](#) by Debbie Irving - a book that explores white privilege and the dominant culture, cultural competence, racial justice, and a variety of related issues.

- *The American Friends Service Committee, the Unitarian Universalist Association, and the Unitarian Universalist Service Committee collaborated to produce a four-session online course [Called Changing Systems, Changing Ourselves: Anti-racist Practice for Sanctuary, Accompaniment & Resistance.](#)*

Stand Up for Racial Justice (SURJ) offers “ [How Whiteness, the Savior Complex, and Power Dynamics Affect the Sponsorship Experience](#) ”

Creating a Safe Environment (Adapted from EMM Toolkit)

It is important for volunteers to recognize that their relative power in the relationship with Partners may compel them to agree to things they don't want to do or allow the team access beyond the asylum seeker's comfort level. It's difficult for anyone to say no to a person with power over them, and what a volunteer means as a kind offer may be taken as pressure. An example of this dynamic may include inviting the Partner to attend church services. Such an invitation may be intended as a kind offer but could be taken as pressure or understood as a quid pro quo: “We will continue to help and support you only if you come to church with us or convert to our religion.”

With respect to the complications of dual relationships, team members should try to remember that they are supporters and companions, not friends nor parents, of the Partners. Aside from the fact that friendship is understood very differently from culture to culture, calling yourselves friends may lead to unreasonable expectations of reciprocity on both sides, which in turn could put undue pressure on Partners and lead to disappointment among members of the team. While long-term friendships do sometimes emerge from an initial relationship of companioning, teams would do well not to expect it or project it onto the Partners.

Volunteers also need to consider how best to serve children, older adults, and people

with disabilities or other types of special needs. To serve them both appropriately and safely, teams will need to be aware not only of federal and state law regarding civil rights and public assistance, but also of the political climate in their city and state. Even if the Partners are eligible for certain government services or public benefits, the government workers you encounter may so seldom engage with asylum seekers that they are not aware of eligibility. A local refugee resettlement agency or legal aid organization may be able to provide guidance. Be cautious when proceeding in these cases, in particular when working with undocumented people or those who have overstayed their visas. It may be best for team members or congregations to tap personal connections and resources to leverage informal help rather than to risk drawing attention to your vulnerable neighbors by accessing official channels. Every case is a little different and requires a mindful and sensitive approach.

Developing a Healthy, Just, and Anti-Racist Approach (Adapted from EMM Toolkit)

There are natural and unavoidable power imbalances in working with asylum seekers. For example, an asylum seeker may not speak English, may not be literate, and may not understand U.S. systems. Even still, your role is to walk alongside, not to “do for.” The best way to handle power imbalances is to be aware of them and work to mitigate their impact on the relationship. This is easier said than done, and requires ongoing discernment, learning, self-analysis, and building a relationship with the asylum seeker that both uplifts their own sense of agency and encourages their independence and self-determination.

Furthermore, while the work and the relationship will be between individuals, it is important to understand and acknowledge the larger cultural matrix in which you are engaging this work. This means learning, analyzing, and deepening your awareness on topics including, but not limited to, the dynamics of racism and xenophobia in the United States, institutional oppression, the ever-changing U.S. political and policy landscape, the history and present of U.S. and other countries’ foreign and domestic policies that contribute to forced displacement, etc. In addition, teams should study and think critically, together, about older, paternalistic, “charity” models of service provision and how to engage a more asset- and strengths-based approach to volunteer service and partnership. Some useful resources were noted earlier in [“Get To Know Your Community”](#) section.

Cultural Competence (Adapted from the EMM Toolkit)

The importance of cultural competence (or cultural competency) has become a major focus of continuing education in health care and other fields in the past few years. Cultural competence involves knowledge of other cultures, nonjudgmental acceptance of cultural differences, and adaptation of behaviors to enable successful communication, cooperation, treatment, and inclusion of diverse groups, while at the same time remaining grounded in a sense of shared humanity. Working with asylum seekers requires finding the balance between treating your new neighbors like anyone else and recognizing that their culture and experiences may present challenges to their adaptation to the U.S. and to your mutual understanding. Country of origin, urban or rural background, and education — not to mention individual beliefs and attitudes — all contribute to how a newly arrived person will function in and adapt to U.S. culture.

Volunteers should learn what they can about the culture that their new companions come from and the typical reasons people are fleeing their country to seek asylum in the U.S.

Asylum seekers do not all come from Latin America, but can be from anywhere in the world.. In 2018, the top three countries whose citizens were granted asylum in the United States included China, El Salvador, and Guatemala (Migration Policy Institute, 2019). The [CIA World Factbook](#) is a place to start for basic information about your new neighbors' country of origin (Central Intelligence Agency, 2020). Some cultures are addressed in the refugee backgrounders found on an archived website from the Center for Applied Linguistics (Cultural Orientation Resource Center, No date). Volunteers may also find useful cultural information on travel sites such as [Lonely Planet](#) (Lonely Planet, No Date). The Partners themselves may be a good resource for cultural information, but understand that it is not their job to educate you. Do your homework, and do not assume you know more than the Partner.

A word of caution: be aware that descriptions of a country's dominant culture may not apply to those who have fled persecution in that country. A principle of working with adults is to begin where they are. Teams should not assume their new neighbors know nothing or know everything about life in the United States. Indeed, some Partners have been in the United States or similar countries for many years. It's helpful to find out what their assumptions, expectations, and hopes are before launching into an explanation. Areas in which cultural differences are common include:

- *Physical and mental health care and health care*
- *Work*
- *Educational practices*
- *Time management*
- *Behavioral norms between males and females*
- *Treatment of individuals who identify as LGBTQIA*
- *Equal rights and respect*

A great resource for information that can help provide orientation to US culture is available online at the Cultural Orientation Resource Exchange (CORE) for refugees (Cultural Orientation Resource Support Center, 2020). CORE resources are intended for a refugee audience; remember that asylum seekers do not receive the types of U.S. government support provided to refugees, so some of these resources may need to be adapted if you are working with asylum-seekers

Another great resource for learning about cultural competence is available online through the University of Kansas Center for Community Health and Development Community Toolkit website (University of Kansas Center for Community Health and Development, No date).

Trauma-Informed Service (Adapted from EMM Toolkit)

Like cultural competence, trauma-informed care or service—is a relatively recent topic of focus for social services and health care practitioners that deserves attention in working with asylum

seekers. Like refugees, asylees (those granted asylum), by legal definition, have credible fear of persecution. Asylum seekers and asylees have likely experienced some type of trauma, whether acute or chronic. That does not mean that all asylum seekers have post-traumatic stress disorder (PTSD); individuals respond very differently to their experiences. However, it may mean that the trauma they have experienced continues to affect them physically, emotionally, mentally, and socially. Volunteers who are standing with asylum seekers, accompanying them to Immigration and Customs Enforcement (ICE) check-ins, or helping them adjust to life in your community should realize that traumatic experiences may continually affect them in many ways. It is not a volunteer's role to tease out exactly what the trauma has been or to attempt to address the effects. Volunteers should avoid asking invasive questions about the experiences that caused the Partners to flee their homes. If the topic arises, listen non-judgmentally. It can be helpful to give Partners advance warning about upcoming holidays that involve fireworks, which sound remarkably like gunfire, and to be sensitive about television and movies, video games, radio/podcasts, and conversational topics. The goal is to avoid topics, sounds, or events that may be triggering or retraumatizing.

Volunteer teams should identify local, culturally competent, and trauma-informed mental and medical health care providers and have this list available as needed. While mental health care is becoming more normalized in the United States, it is still stigmatized in some cultures. Seek out advice and support from mental health care professionals as to whether and how best to discuss opportunities to access mental health care with those you welcome and accompany.

Sustainability: Know and Be Clear on Your Capacity (Adapted from EMM Toolkit)

If and when you engage in any program to support and welcome asylum seekers, it is important to be clear on what you or your group can and cannot do. There have been cases where an individual wants to be a "host home" for an asylum seeker, or a group wants to engage in "Welcome Team" type service, but they are not prepared for the commitment, and Partners are left to navigate a complex legal process while also dealing with abandonment. Of course, you want to avoid this at all costs.

Before agreeing to support an asylum seeker, clearly define the work that each member of the team is able to take on, and clearly communicate to the person you are supporting. The key to serving in a way that is sustainable is maintaining healthy boundaries, which includes avoiding misunderstandings by clearly articulating each person's responsibilities, identifying whose responsibility it is to help solve a particular problem, and recognizing each person's limits

Confidentiality, Privacy, Consent, and Social Media Concerns (Adapted from EMM Handbook)

Given the vulnerability of asylum seekers, volunteers probably already realize that protecting asylum seekers' privacy is an important part of keeping them safe. At the same time, if a volunteer team is walking alongside a family or individual, the team will likely want to be kept

apprised of their new neighbors' welfare. The top priority has to be the safety of your new neighbors. Here are some guidelines to help groups find the balance.

- **Consent:** *Teams should make sure that the Partners welcome and consent to their involvement. A good way to do this is to have an initial meeting with the individual or family and the team, to get to know one another and to identify goals for the partnership. Team members should not provide the Partner's phone number or address to others without their permission. Do continue to ask permission whenever you consider offering some new type of assistance or attention. Always follow the lead of the Partner.*

- **Volunteer screening and orientation:** *The Alabama Interfaith Refugee Partnership asks volunteers to complete an application providing basic demographic information and also indicating the types of activities that the volunteer would like to help with. Volunteers are also asked to attend a 2-hour orientation and to review this volunteer handbook prior to beginning their volunteer activities. If volunteers are planning to spend any time with minor children who are not accompanied by their parents, they will be required to complete a background screening procedure. Volunteers who will provide transportation for Partners will be asked to provide proof of car insurance, and to authorize a review of driving records.*

Typical dos and don'ts for volunteers include respecting individuals' boundaries, not disclosing identifying information, not accepting gifts, not taking photographs, not lending or giving money, making any gifts come "from the congregation" rather than from an individual, and not proselytizing (in a broad sense, politically or culturally as well as religiously). If volunteers identify specific needs for financial support, they are encouraged to notify the ALIRP President or a board member so that the board can determine whether the organization can provide such support.

- **Safeguarding volunteers' privacy:** *The need for privacy goes both ways. While the team will recognize and respect their new neighbors' need for security and anonymity, they should also respect one another's privacy. Team members should not disclose other team members' personal information without consent. It often works well for a team to have a primary contact: someone who is comfortable being the point person for panicked calls about a sudden illness or other emergency, and/or someone who can coordinate visits to the new neighbors.*

- **Sharing photos, information, and social media:** *Sharing what's happening with "the family we're working with" at announcements should not include specific locations or services, or the status of the Partner (e.g. seeking asylum, refugee). You may find that, after some time, those you are supporting wish to speak on their own behalf. Volunteers should not publish (or "share") pictures of or information about the Partner in print or electronic media. If volunteers engage in political advocacy for the cause of asylum seekers or immigrants in general, they should not use the identifying information about the individuals with whom they're working as examples, either orally or in writing.*

Managing Your Expectations and Emotions (Adapted from EMM Toolkit)

Accompanying and welcoming asylum seekers is an enormous commitment. In addition to the hard work and time commitment of this service, there is also the uncertainty of the outcome of the asylum seeker's case and the ambiguity that may exist in the relationships. Even in the best of circumstances, what starts as enthusiastic, wholehearted engagement of a ministry team may give way to doubts about the project and varying degrees of burnout among participants.

It is important to respect the humanity and independence of those we seek to walk alongside: you are not parents nor friends. Even if a member of your team is the official “sponsor” for an asylum seeker, you are not responsible nor legally liable for the person’s actions. Ultimately, you have no control over the asylum seeker’s decisions or how they view their relationship with you.

There are several emotional/relational dynamics that may develop, especially in longer-term partnerships like Welcome Teams:

- *Volunteers may overestimate the extent to which the Partners regard them as friends and may begin to feel “used” when they realize that what they may have taken for friendship isn’t.*

- *Individual team members may easily fall into the feeling that they have to solve every problem or that they have a special relationship of confidence with the Partner.*

- *If communication breaks down between volunteers/team members, multiple team members may end up fulfilling the same request or need (resulting in two doctor’s appointments, multiple donations/purchases of an item, etc.).*

- *For a Welcome Team, the initial drive to provide physical and practical support eases after a few weeks, and more subtle issues may arise in areas such as parenting, learning English, or attitudes and cultural beliefs about work. Team members may find it difficult to take a nonjudgmental stance while still communicating U.S. laws and norms.*

- *You may find you don’t “like” those you’re supporting. Strategies used with long-term neighbors or family members may be inappropriate or ineffective with newcomers to the United States and its cultures. In working with asylum seekers, uncertainty of the outcome of the asylum case may intensify the complexity of expectations and emotions. It’s impossible to anticipate the outcome of any given ICE check-in or court appearance. The Partners could be detained or deported. In practical terms, what would your team do then? How will you stay engaged? If you’ve signed a lease and rented an apartment, what will happen to the lease? How will your team and congregation process the sadness, anger, and frustration? Shifting expectations, complicated feelings, and uncertainty about outcomes are natural and probably unavoidable, though the specifics will vary. To stay engaged while maintaining emotional and practical boundaries is an enormous challenge that your team should anticipate.*

To address these challenges, teams may wish to:

- *Create and follow policies for the team’s work. (For example, don’t provide material goods, transportation, etc. without consulting other members of the team; have a point person for coordinating visits and concerns; assign specific team members to address individual areas such as health, education, work. As a team, you’ll need to determine your processes.)*

- *Plan and attend frequent information-sharing meetings and debriefings as a group.*

Preparing and Creating a Welcome Team (Adapted from EMM Toolkit)

Important note: Unlike refugee resettlement ministry, which is formalized, highly structured, and conducted in partnership with a local refugee resettlement affiliate following federal regulations, supporting asylum seekers has no such structure nor regulations. In this section, we offer ideas on ways to structure a Welcome Team, recommended checklists for various activities, and important considerations for serving on a Welcome Team.

Connecting with Asylum-Seekers Needing Assistance

The ALIRP board has established connections with a variety of organizations serving refugees and asylum-seekers, and is committed to providing direct support as the organization's resources allow. When the ALIRP board makes a commitment to sponsor an individual or family asylum-seeker, the organization agrees to provide various of support to cover the cost of housing, food, and assistance with other expenses including medical and legal expenses, based on an initial assessment and board approval. In order to meet the different needs that an asylum-seeking family may have, we seek volunteers who are willing to serve on a care team. The following information (adapted from the EMM toolkit), provides guidelines for the work of these care teams.

Organizing the Team (Adapted from EMM Toolkit)

There is no one "right" way to organize a Care Team to provide longer-term support to asylum seekers. Here, we offer ideas and recommendations on ways to organize your team into smaller teams, based on the experience of care teams across the country who have worked in refugee resettlement ministry (co-sponsorship) and/or with asylum seekers. Not all Partners will need all of these different teams; we offer them here as examples to help volunteers discern where and how their gifts may be best utilized. We suggest that each care team identify one overall coordinator who can facilitate communication among the teams and ensure that agreed-upon activities are being completed.

- **Legal Service/Support:** *A Legal Services/Support team is a quintessential committee for any Welcome Team. This committee would be a small group focused on building a relationship with an asylum seeker (Partner) and taking action in accordance with their requests and those of their attorney. If the Partner does not already have an attorney, this team identifies a low-cost or pro bono immigration attorney who can take their case. NOTE: Providing advice about legal matters and completing forms is considered practicing law. Volunteers who are not licensed attorneys should be careful to not commit the unlicensed practice of law. This volunteer committee supports the asylum seeker as he or she works with an attorney and goes through the legal process. This may include accompanying the asylum seeker to court appointments, ICE check-ins, and assisting the asylum seeker in gathering information and documents requested by the*

attorney for preparation for the credible fear interview, requests for change of venue, applying for the Employment Authorization Document, and completing the asylum application, etc.

- **Donations and Shopping Team:** This team would liaise with the other teams, create and execute donation drives, shopping lists, and assist in the delivery of items to the Partner. This team coordinates all shopping needs. The team may decide whether to maintain an inventory of all items purchased and used in the Welcome Team's work to prevent unnecessary expenditures throughout the process.
- **Housing:** Asylum seekers will need housing while they go through the legal process. The housing volunteer team helps to secure long-term transitional housing (housing for a few weeks to more than six months). This team should be mindful of the ALIRP's financial capacity for paying rent, or the length of time a volunteer can host the asylum seeker in their home. Best practices for host homes include creating "House Rules" and developing clearly communicated verbal and written agreements with the Partner. An example of "House Rules" follows in the next section on sample forms.
- **Language/Interpretation:** Ideally, at least one member of the Welcome Team will be a fluent speaker of the language the asylum seeker speaks. Whether or not that is possible, this committee would work to ensure that communication between the Welcome Team and the family goes smoothly, sourcing interpreters as needed (sometimes at a fee), using Google Translate when necessary, etc.
- **Medical and Mental Health:** Asylum seekers will have medical and mental health needs, just like any of us, but also may have heightened medical/mental health needs due to their long journey and past trauma. The medical and mental health team would identify local health care providers to provide the needed care (including culturally competent and trauma-informed providers), arrange transportation as necessary (or identify volunteers who can assist with transportation), and assist with any follow-up or ongoing support that is needed.
- **Education:** Asylum seekers, be they children or adults, will have educational needs. Children are eligible to be enrolled in public school, regardless of status. Adults will usually require English language instruction and would likely benefit from cultural orientation education. The education committee would focus its energies on the educational and cultural orientation needs of the asylum seekers, including asking the family members if they would like one-on-one meetings with team volunteers who could serve as conversation partners, tutors, and mentors.
- **Finance & Family Budgeting:** Once the family has begun to stabilize, it is important to support them as they think medium-term and long-term: budgeting for the months ahead, including after the adults have received work authorization and while the asylum case is still pending, as well as for a longer-term hopeful future, after the family has been granted asylum. This team would help the adults in creating their family budget and financially planning for a self-determined, independent future, including such things as

establishing a bank account, building good credit, buying their first vehicle or home, getting a small business loan, etc.

- ***Social, Emotional, Spiritual Needs:*** *Asylum seekers have gone through a harrowing journey, and are in the midst of a challenging and uncertain time as they go through the legal process. Opportunities to socialize, build relationships, and receive social and spiritual support are vital. The social and spiritual needs team would discern with the Partners how to meet emotional and spiritual support needs, perhaps through connecting with community events or opportunities, regular visits from team members they trust, and/or connecting with a religious or spiritual community of their own choosing. A particular challenge for asylum seekers is the amount of idle time they might experience once they have settled in their new home/environment. Finding meaningful outlets for asylum seekers to share their gifts and skills can be helpful in overcoming a sense of helplessness, even depression, with too much idle time and can even help with recovery. This often means creative approaches to volunteering or other ways for the asylum seekers to contribute to their own future and/or be able to give to others. This team could help the Partners to get to know the wider community through activities such as visiting the local public library or swimming pool, enjoying a walk or pick-up soccer in a local park, etc.*
- ***Employment/Job Placement:*** *This team would assist adults - with the immigration attorney, as necessary - in applying for work authorization, and prepare them for eventual job interviews and job placements while they await their EAD (employment authorization document). The team may reach out to friends, family, and colleagues who are business owners or employers to find possible employment opportunities, help the adults prepare for job interviews, and provide some training in specific skills and/or assistance in re-licensing or re-certifying if possible and necessary. This team listens to and follows the lead of the Partners, encouraging but not coercing a particular job opportunity or course of action.*

Time Commitment

As a rule of thumb, a Welcome Team minimum time commitment should be 6 months to one year for providing support such as housing, clothing/food/material needs, and other types of support as outlined in the section above. This length of time is variable depending upon the needs of the Partner, whether or not you are connected to an established accompaniment network (that is providing more services/support), and whether or not the Partner has received work authorization, started employment, and is financially self-reliant.

Liability

Asylum seekers are responsible for their own actions. As the Welcome Team, you should explain and reinforce U.S. laws and regulations as well as U.S. cultural customs (see section on Cultural Orientation, below). With respect to liability coverage for those group members transporting the asylum seeker/family in their cars, the driver's/vehicle owner's insurance would be primary, followed by the insurance of the ALIRP on whose behalf the driver was acting.

The ALIRP may provide funds to help the Partner to pay monthly rent, and the Partner will sign the lease and be responsible for any damage to the apartment or house, or if the lease is broken. Asylum seekers are generally not eligible to apply for a work permit until 150 days after the asylum petition has been filed, and the length of time for processing work permit applications is variable.

Cultural Orientation Topics

Cultural orientation may or may not be helpful and important for the Partners you are supporting, depending on their time in the U.S., their background and education, and their experiences already navigating complex systems that have brought them to their present place. Lesson plans and resources for refugee resettlement cultural orientation are available from the [Cultural Orientation Resource Exchange](#) (Cultural Orientation Resource Support Center, 2020) on topics such as:

- *Health & Hygiene*
- *Employment*
- *Supporting Your Child in School*
- *U.S. Laws*
- *Money Management*
- *Digital Awareness*

Regardless of other topics that may arise, it is important for your team to explain the team's role, including:

- *The Welcome Team is not a government agency or social service agency.*
- *Description of the Welcome Team: Who is the Welcome Team? (Is it an organization? A congregation? Members of a larger entity? Be clear whether or not the asylum seeker's immigration attorney is part of the Welcome Team, and how the Welcome Team will work with the asylum seeker and attorney.)*
- *How long will the Welcome Team support the Partner, and in what ways?*
- *Provide a list of community organizations that can provide additional support above and beyond what the Welcome Team has committed to (see resource list in Appendix to this Handbook).*

A great resource to share with compass is the First Steps booklet published in 2019 by the Lutheran Immigration and Refugee Service (Edman, 2019), which can be downloaded from the internet for free in English or Spanish [at this link](#).

Checklists & Tools for Welcome Teams

Welcome Team work is intensive; organization and communication are key! We have adapted EMM refugee resettlement tools and checklists to assist you in this work. Unlike refugee resettlement, there are not federal standards as to how a Welcome Team or

anyone should provide support to asylum seekers. These checklists and tools outline the step-by-step processes and activities that Welcome Teams may undertake.

Guidance on Forms

This section provides guidance on the purpose and how to use the following forms:

- Appendix B – Welcome Team Planning Worksheet
- Appendix C – Sample Self-Sufficiency Budget Template
- Appendix D – Welcome Team Activities Checklist
- Appendix E – Home Evaluation & Safety Checklist
- Appendix F – Home Supply Checklist
- Appendix G – Next Day Home Visit Checklist
- Appendix H – Sample House Rules
- Appendix I – Sample Resume Template
- Appendix J – - ALIRP Volunteer Screening, Attendance, Records and Safety Policies and Procedures
- Appendix K – ALIRP Volunteer Application
- Appendix L – ALIRP Volunteer Availability and Interest Form
- Appendix M – ALIRP Volunteer Agreement Form
- Appendix N – ALIRP Partner Agreement

Welcome Team Planning Worksheet (Appendix B)

The Welcome Team Planning Worksheet provides a list of all the items your team will need to discuss, deliberate, and decide upon prior to commencing your ministry. The decisions you make here about the duration and types of support you provide should be communicated clearly, and reiterated as necessary, to those you welcome and support.

Self-Sufficiency Budget Template (Appendix C)

The Sample Self-Sufficiency Budget is an Excel template that Welcome Teams may use to financially plan for supporting asylum seekers and for the asylum seeker's eventual financial self-sufficiency. You may duplicate months as necessary to create a budget calendar that lasts for the duration of your time commitment to this work. Using this or a similar budgeting tool, take time to discuss with the Partners the length of time you are able to support them, including how you will help them prepare for job interviews and employment after they have received work authorization. Explain to the Partner and show how, once he or she is employed, Welcome Team financial support will gradually decline as the Partner takes on more financial responsibility on his/her journey to financial self-sufficiency. Note this budget template does not include medical expenses.

Welcome Team Activities Checklist (Appendix D)

This checklist is a composite of many activities checklists prepared by refugee resettlement professionals and welcome teams across the U.S. It is a living document and we welcome your contributions, observations, and feedback to help us improve this tool over time.

The checklist outlines activities week by week:

- *Before Arrival*
- *Arrival & Week 1*
- *Weeks 2-4*
- *Weeks 5-8*
- *Weeks & Months to Come*

And under category headers:

- *General*
- *Finance & Fundraising*
- *Legal Accompaniment*
- *Clothing, Food, and Material Assistance*
- *Education*
- *Social & Emotional Needs*
- *Housing*
- *Employment/Job Placement*
- *Medical/Mental Health*

Supporting an asylum seeker has many associated tasks, but it is important to remember that this work is contingent upon the consent of the person you are supporting. Work on communicating well and regularly, both with your fellow volunteers or team members and with those you are supporting, using tools like Google Translate as needed.

- *Ask questions instead of making assumptions.*
- *Remember you are in a supportive role: you are not “in charge,” not in a parent-child relationship.*

Home Evaluation & Safety Checklist (Appendix E)

This form was adapted from an existing EMM form that is used for refugee resettlement. This form does not define requirements for Welcome Team work, but instead provides strong recommendations to ensure that those you welcome are provided a housing environment that aligns with these minimum suggested standards. We encourage teams to go above and beyond these minimum standards, while also ensuring sustainability for those you welcome (for example, do not sign a lease on a rental property that the family would not be able to afford on minimum-wage jobs, once employed).

Home Supply List (Appendix F)

This form was adapted from an existing EMM form used for refugee resettlement. This form does not define requirements for Welcome Team work, but instead provides strong recommendations to ensure that those you welcome are provided with the basic necessities as outlined in this supply list. We encourage you to take care in selecting items with which to furnish the residence: ensuring items are in good repair, sturdy, and safe; that items will last many months or years with regular use.

Next Day Home Visit Checklist (Appendix G)

This form was adapted from an existing EMM form used for refugee resettlement. Depending on how long the Partner has been in the United States, their country of origin, and their English

skills, it may not be necessary to go over basic items such as light switches in each room, how to use the toilet or stove, etc. That said, this form provides a comprehensive list of appliances, household safety items, and other topics that may be useful to discuss and that you might otherwise take for granted are universally understood.

Sample House Rules (Appendix H)

This document provides sample house rules, and may be adapted to your context and the needs of your group.

Sample Resumé Template (Appendix I)

This document is a sample template of a resumé that may be adapted by the Partner as he or she prepares for job interviews and employment (after receiving work authorization).

Volunteer Screening, Attendance, and Safety Policies (Appendix J)

This document provides the policy for volunteers approved by the ALIRP board.

ALIRP Volunteer Background Check Form (Appendix K)

This document provides the initial application and consent for background checks for ALIRP volunteers.

ALIRP Volunteer Availability and Interest Form (Appendix L)

This document provides information that will be used by the ALIRP Direct Support Committee to match volunteers with Partners based on volunteer interest and availability.

ALIRP Volunteer Agreement Form (Appendix M)

This document will be signed by volunteers for ALIRP.

Agreement for Partner (Appendix N)

This document provides sample policies and agreements for those you welcome and serve, and may be adapted to your context and the needs of your group and whether or not housing is a “host home” arrangement.

Volunteer Time Sheet (Appendix O)

The Alabama Interfaith Refugee Partnership could not achieve its mission without the dedicated contributions of our volunteers and supporters. This sheet provides an opportunity for documenting the amount of time that volunteers contribute and helps with ALIRP annual reporting and fundraising initiatives.

Keeping Volunteers Safe During COVID-19 Pandemic (Appendix P)

Appendix A – Birmingham Community Resources

The information provided here is based on an internet search, and listing these resources does not convey endorsement or imply that they have been vetted or evaluated. This list is not a comprehensive list, but is intended to provide a starting point for identifying resources that may be helpful for the ALIRP volunteers and the Partners served by ALIRP.

Selected Agencies Providing Services to Immigrants in Jefferson County

Adelante Alabama Worker Center - <http://adelantealabama.org> - This is a non-profit 501C3 organization that “unites low-wage and immigrant workers and their families in the Birmingham area to defend our rights, promote our dignity and pursue justice for all.” Programs include Accompaniment, workers’ Assembly, Community Deportation Defense, English Classes, Legal Representation and Advocacy, and Wage Theft and Worker’s Rights. Adelante has provided ALIRP with a list of lawyers in the Birmingham area that is available on request from the ALIRP President.

Alabama Coalition for Immigrant Justice (ACIJ) - <https://www.alimmigrant.org/> “The Alabama Coalition for Immigrant Justice is a grassroots, statewide network of individuals and organizations that works to advance and defend the rights of immigrants in Alabama. Our coalition consists of nonprofit organizations and hundreds of individual members.”

Birmingham Islamic Society (BIS) - <https://www.bisweb.org>. The vision of the BIS is “To become the unifying platform for nurturing and sustaining a vibrant Muslim community in the Greater Birmingham area, and to help improve the quality of life for society at large.”

Church at Brook Hills Community Resource Guide - This [resource guide](#) provides very helpful information about a variety of resources including food, clothing, shelter, transportation, health services, etc.

English as a Second Language Classes in Jefferson County – Available online from the [Literacy Council of Central Alabama](#) (The Literacy Council of Central Alabama, 2020)

Grace Klein Ministry Community – “[Grace Klein Community](#) seeks to create authentic community ([Koinonia](#)) by uniting diverse individuals, businesses, ministries, and churches to work together by sharing what they have in order to meet physical and spiritual needs both locally and globally.” This is a great resource for donations of food, furniture, and clothing. They also have a monthly food delivery program that might be available for Partners.

Greater Birmingham Immigrant Resource Network - In October 2020, the ALIRP launched this Network of organizations serving the immigrant community in the greater Birmingham area in the areas of health, education, language instruction, legal services, job training and placement, housing, and advocacy. The Network also includes religious or faith communities, and international-focused organizations that serve the immigrant community. The Network meets

monthly on Zoom and provides a forum for sharing information and identifying resources that might be helpful for ALIRP partner families. Information on the network is available from President@alirp.org.

Guadalupe Multicultural Services La Casita - <https://hcsslacasita.org/immigration/>. “The mission of Guadalupe Multicultural Services is to provide a safe and welcoming environment for people of diverse culture to meet, obtain information, and receive available services... We provide help with the completion of immigration forms and the process of immigration. Immigration services are provided at a low cost based on a suggested fee schedule from: CLINIC (Catholic Legal Immigration Network).” They also provide Hispanic social services, educational and language programs.

Hispanic Interest Coalition of Alabama (HICA) - <https://hicaalabama.org/en/home>. “¡HICA!—a community development and advocacy organization that champions economic equality, civic engagement, and social justice for Latino families in Alabama. Through our various programs, each of which individually address social, civic, and economic integration efforts, we empower Latinos to successfully adapt and integrate—all so they have the opportunity to achieve their dreams and aspirations.”

Inspiritus - Formerly Lutheran Services of Georgia & Lutheran Services in Tennessee, 230 Peachtree Street, Suite 1100 | Atlanta, GA 30303 404-536-6746 (mobile) website: weinspirit.org “The Inspiritus Refugee Services assists hundreds of refugees each year on the path to citizenship. Inspiritus aims to help refugees achieve economic self-sufficiency, integrate successfully into their new communities and country, and strive for citizenship. They are a Lutheran Immigration and Refugee Services (LIRS) affiliate.” In November, 2019, Inspiritus opened an office in Birmingham (in the HICA office building) to perform background checks on sponsors of unaccompanied minor children in Jefferson County. ALIRP is partnering with Inspiritus to provide volunteers for the sponsor families in Jefferson county who are served by Inspiritus. **Staff:** Sarah Burke, Community Engagement coordinator (Atlanta office), 78-852-8490 (cell); Melanie Johnson, Director of Community Engagement (Atlanta office); Aimee Zangandou, Director of Refugee and Immigrant Services (Atlanta office - Tel: 678-852-8523); Kritzia Robles de la Cruz, Safe Release Specialist (Birmingham office), Kritzia.robles@weinspirit.org; Phone number: 404-314-8065

Laundry Love Ministry <https://laundrylove.org/> provides free laundromat services. Birmingham location is Hollywood Laundry, 2255 Bessemer Road, 35208. Free laundry on the fourth Sunday of the month from 5-8 pm. Contact Curtis Reynolds, (205) 567 2297. St. Stephens Episcopal Church also supports Laundry Love in the Woodlawn area every other month. Contact: 205-967-8786. St. Stephens Episcopal Church also offers Laundry Love services every other month. Contact (205) 967-8786.

Legal Services

Adelante Alabama – has a list of immigration attorneys and legal services in the Birmingham area (pdf file available from ALIRP President on request and is also on the ALIRP Google Docs drive under the Resources folder).

Birmingham and Alabama Immigration Attorneys listed on Justia website -
<https://www.justia.com/lawyers/immigration-law/alabama/birmingham>

Georgia Asylum and Immigration Network (GAIN) – The mission of this organization is “to provide free immigration legal services to victims of crime and persecution.” Since asylum-seekers in Alabama must file their asylum claims either in Georgia or Louisiana, this may be a good resource for Partners serve by ALIRP.

PO Box 78425, Atlanta, GA 30357

Phone: (678) 335 6040

Email: info@georgiaasylum.org

Hispanic Interest Coalition of Alabama (HCIA) has a Citizenship and Immigration Program and a Department of Justice-Accredited Representative.

La Casita – Catholic Social Services of Birmingham, 92 Oxmoor Road
Sr. Gabriela Ramirez, Director of Guadalupan Multicultural Services
(205) 987 4771 Ext 102; Emergency (205) 496 0165
gramirez@bhmdiocese.org

- Leslie Anne H. Gonzalez – Immigration Program Manager
(205) 987 4771; lhillhouse@bhmdiocese.org

They do not really handle asylum applications but perhaps can help with work permits and other immigration questions

World Relief Atlanta Office – Noted on the National Immigration Legal Services Directory website - https://www.immigrationadvocates.org/legaldirectory/organization.392820-World_Relief_Atlanta_Office. The World Relief Atlanta office has provided a list of immigration attorneys in the Atlanta area that is available on request from the ALIRP President and is also on the ALIRP Google Docs drive under the Resources folder.

Other Immigration Legal Resources on the Internet:

- Pro-Bono Attorneys by State:

<https://www.justice.gov/eoir/list-pro-bono-legal-service-providers>

- National Immigration Legal Services Directory:

<https://www.immigrationadvocates.org/nonprofit/legaldirectory/index>

- National Bond Fund Network:

<https://www.communityjusticeexchange.org/nbfn-directory/>

World Relief Atlanta Office List of Immigration Legal Resources

Private Attorneys	Location	Phone Number	Website
Cadesha Pearson-Edwards	Sandy Springs	678-831-5353	www.pearsonedwards.com
Beryl Farris	Norcross	678-937-0713	www.greencardstoday.com
Jean Padberg	Atlanta	404-325-5858	www.jpadberg.com
Anne Koch	Tucker	404-536-8295	www.kochimmigration.com
Carolyn Soloway	Atlanta	404-320-7000	www.fspklaw.com
Glenn Fogle	Atlanta	404-522-1852	www.foglelaw.com/atlanta
Annette King-Hammond	Northlake	770-491-1411	
Sharma Law Offices	Atlanta	404-348-2829	www.elawimmigration.com
Carolina Antonini & Marshall Cohen	Atlanta	770-220-0344	www.antoniniandcohen.com
Irmina Rivero Owens	Sandy Springs	404-477-0413	www.irminalaw.com
Kuck Immigration	Atlanta	404-949-8178	www.immigration.net
James M. Dunn	Roswell	770-754-6230	www.jamesmdunnpc.com
Pamela Peynado	Alpharetta	404-892-8300	www.leelawusa.com
Tracie Klinke	Marietta	678-713-4255	www.klinkeimmigration.com
Socheat Chea	Duluth	770-623-8880	www.chealaw.com
Lino Rodrigues Jr.	Suwanee	404-263-4660	www.rodriguezimmigrationfirm.com
Rachel E. Sharma	Atlanta	770-313-7658	www.easyvisa.us
Catholic Charities of Atlanta	Northlake	678-222-3920	www.catholiccharitiesatlanta.org/services/immigration-legal
Latin American Association	Buford Hwy. Atlanta	404-638-1800	www.thelaa.org
Khadizeth Toure-Samba, Esq. TOURE-HERNANDEZ & ASSOCIATES, PC	2295 Parklake Drive, NE Suite 465 Atlanta, Georgia 30345-2844	Tel: 404-499-1212 Ext 222 Fax:404-499-0612	
Immigrant Hope	Chamblee Tucker	404-500-8097	www.hopeatl.org
Latin American Association	Buford Highway	404-471-1889	www.thelaa.org/services-and-programs/immigration-services
Raksha	Buckhead	1-866-725-7423	www.raksha.org
New American Pathways	Northlake	404-299-6099	www.newamericanpathways.org
International Rescue Committee		404-292-7731	www.rescue.org/us-program/us-atlanta-ga

Center for Pan Asian Community Services	Chamblee Tucker	770-936-0969	www.icpacs.org
Georgia Legal Services-Farm Workers	Downtown	404-463-1633(1592)	www.glsp.org/glsp-practice-areas/farm-worker-rights-speci
Access to Law Foundation	Norcross	770-685-1499	www.accesstolawfoundation.org
Asian Americans Advancing Justice	Norcross	404-890-5655	www.advancingjustice-atlanta.org
Georgia Asylum and Immigration Network	Midtown	1-404-572-2658	www.georgiaasylum.org

The attorneys listed above are private attorneys who will charge for their services. You should discuss payment when you call for an appointment. World Relief is not endorsing any of these lawyers. This list is for your convenience only. Please let World Relief know if you have a very good or a very bad experience with any of these lawyers.

World Relief Atlanta
655 Village Square Drive, Stone Mountain, GA 30083
Phone: 404-294-4352 • Fax: 404-294-6011

Appendix B – Care Team Planning Worksheet (Adapted from EMM Toolkit)

Care Team Planning Form

In order to facilitate our work with ALIRP Partners, we encourage each care team coordinator to arrange for the care team members and Partners to meet at least once per month to discuss the Partner’s needs and goals. These meetings can be either in person or on “Zoom” or by WhatsApp or other conference call platform. Care teams are encouraged to use this form to identify ways that the ALIRP can provide support to each Partner and family. (This form is adapted from the form included in Appendix B in the ALIRP Volunteer Handbook, page 31.)

Care Team Planning Worksheet

Date Form Filled Out: _____

Partner Name and contact information

Care Team Leader _____

Care Team Volunteers and contact information _____

Duration of support for the Partner/family: _____

Types of support that will be provided (check if applicable and describe)

Financial Support:

- Payment of rent (amount: _____) for _____ months
- Payment of rent and utilities (amount: _____) for _____ months
- Payment for Grocery/food support (amount: _____) for _____ months
- Other financial support in amount of _____, for (purpose) _____

Other Support:

- Delivery of food, clothing, or other items (describe):

- Education support, including English classes, cultural orientation, etc.(describe)

Support in seeking health care (describe)

Support in obtaining legal assistance (describe)

Social/emotional or Community support (describe)

Assistance with school registration, supplies, communicating with teachers

Assistance with finding employment, job training (describe)

Other (please describe)

Team work, policies, and guidelines:

- Care 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 Volunteer 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.

Appendix C – Self-Sufficiency Budget Template (Adapted from EMM Toolkit)

Name(s): _____ # of Adults: _____ #
 Children _____

Team Point of Contact: _____

Date of Arrival in the US: _____ Total Number of Family Members:

 Monthly Income Needed for Financial Self-Sufficiency: _____ (expenses below + \$200 savings)

MONTH: _____ -

Expense Category	Amount	Responsibility (ALIRP or Partner)	Partner's Income	Comments
Rent				
Utilities - Electric				
Gas				
Water				
Phone				
Trash				
Transportation				
Legal				
Health				
Food				
Clothing				
Other				
Total cost				

Appendix D –Welcome Team Activities Checklist (Adapted from EMM Toolkit)

DATE: _____

Person(s) responsible: _____

BEFORE THE FAMILY ARRIVES - Preparation, 1-3 months in advance of knowing the individual's or family's arrival date:		
Activity	Date completed	Person responsible
GENERAL		
Identify members of your Team, define main contact person(s), organize smaller teams and define volunteer roles.		
Individuals who will be in direct communication with the family should download and be comfortable using WhatsApp, a preferred messaging/calling app used by many immigrants, refugees, and asylum seekers.		
Identify interpreter(s) to assist you in communicating with the Partner(s). Ideally, interpreter(s) would be full member(s) of your team.		
Develop a list of volunteers, phone numbers/email addresses, and each volunteer's availability (An online coordinating application such as Care Calendar or LotsaHelpingHands can be helpful: www.carecalendar.org or www.lotsahelpinghands.com .)		
Ensure volunteers have all signed relevant Volunteer and/or Confidentiality Agreements, received Volunteer Orientation, and received a background check.		
Asset-map your community and create a comprehensive list of service providers, organizations, and partners who you can look to for assistance and/or to whom you can refer the family if needed. Communities with refugee		

resettlement agencies may have such lists in place; consult the agency's website or information line.		
Complete Care Team Planning Worksheet to determine the duration and type(s) of support you will provide.		
Download and print English and Spanish copies of LIRS' e-book First Steps (Edman, 2019) Encourage team members to read.(Edman, 2019)		
Legal Accompaniment		
Establish regular contact with the accompaniment network, organization, or attorney arranging the connection with the Partner(s) in need of support.		
Identify local immigration attorney to take on the family's case. If not pro bono, identify the sources of financial support to cover legal fees.		
Clothing, Food, and Material Assistance		
Identify low-cost and ethnic community grocery stores that the family is likely to use regularly (Aldi, Lidl, Middle Eastern/Mediterranean, African, Mexican/Central American groceries) and that are walkable or public transportation-accessible to their home.		
Identify a nearby laundromat, a Laundry Love ministry, or other place where the family will be able to do laundry at affordable rates.		
Education		
If there are children in the family, make contact with the local public school family resource center to learn if the school is able to provide additional assistance to the children who will be enrolling (i.e. clothing for school, backpack, school supplies, etc.).		
Housing		
Begin to identify possible rental properties that are affordable (family could reasonably assume costs of lease after securing employment) and identify and build relationships with sympathetic		

landlords, rental companies, or Air B&B/VRBO hosts who may be willing to consider a long-term rental. Make sure to consider accessibility and proximity to schools, grocery stores, public transportation, and community services.		
Medical/Mental Health		
Identify medical and mental health care providers who offer pro bono or sliding scale services to low-income patients. Ascertain if they have medical interpreters on site or if they use a language line for interpretation. Make sure they provide trauma-informed care.		
ONCE ARRIVAL DATE IS KNOWN		
GENERAL		
Arrangements and transportation made for Partner(s) to arrive.		
Housing		
Housing secured, and if applicable, lease signed.		
Home/apartment set-up organized and completed. (This may be an event requiring many volunteers and management/coordination of the volunteers.)		
Contact local utilities company to set up accounts and start service. If utilities accounts are in the name of the person(s) you are supporting, which can be beneficial to assist them in establishing a credit history, you may be asked to pay an additional deposit if they do not yet have a social security number.		
Home Evaluation & Safety Checklist completed.		
Home Supply List completed, all goods secured. Consider providing comfort or entertainment items, especially if children are expected. Almost everyone will enjoy a soccer ball or indoor basketball hoop!		
Clothing, Food, Material Resources		
Volunteers buy or prepare culturally appropriate food for day of arrival and day after arrival.		

Secure seasonal clothing as necessary. (Example: If it is winter and very cold where you are, secure coats/scarves/mittens for all members of the family, who may be coming from a warmer climate.)		
ARRIVAL AND WEEK 1		
General		
Meet family at airport or bus station and transport them to their new home. Have an interpreter present when family arrives. If there are small children, make sure car seats are available.		
During the first week, schedule time to meet with the family to establish rapport, discuss the role of the team and volunteers and the nature and duration of the support you will provide. If your team has adopted a volunteer agreement form and an agreement form for the Partner(s), now is an appropriate time to discuss and sign these documents.		
Provide the family with a means by which to contact team members, like a phone calling card, a pay-as-you-go cell phone, etc.		
Housing		
Visit the family the day after their arrival and complete the Next Day Home Visit Checklist, which includes housing and personal safety orientation. Make sure you have an interpreter present.		
Clothing, Food, and Material Assistance		
Culturally appropriate, ready-to-eat food, plus one day's worth of additional food supplies and staples including baby food as needed (available on arrival)		
Appropriate seasonal clothing required for work, school, and everyday use, including proper footwear, and diapers for children (available on arrival).		
Furniture and household items in good condition (available on arrival)		
With the family, schedule time to go shopping for clothing at Goodwill/thrift store and for other		

necessities.		
A few days after arrival, schedule time to go grocery shopping with the family. If possible, use public transportation so the family begins to learn how to independently navigate. Adults may or may not need the support/guidance of volunteers to navigate the store; they may not need any assistance at all if the store employees speak a common language. If possible, provide pre-paid grocery store “gift cards.”		
Medical/Mental Health		
If circumstances necessitate immediate medical/mental health attention, arrange to bring family to health care provider within first week after their arrival.		
WEEKS 2-4		
General		
Provide list of family members’ full legal names and birth dates only to volunteers who would need this information (for medical/mental health, school enrollment, etc).		
Orient the family to the local community (including post office and library) and to public transportation. Learn whether your public transportation authority provides free or low cost bus/light rail/metro fares. Assist the family in registering for free/low-cost public transportation fares and accompany them as they learn to use public transportation independently.		
Legal Accompaniment		
Arrange meeting for family with their immigration attorney. If requested, assist by securing an interpreter for the meeting. If requested by the family and/or the attorney, members of the Legal Services/Support Team may attend the meeting.		
Clothing/Food/Material Assistance		
As needed and in line with the commitments the Team has made (duration and types of		

<p>support), volunteers should accompany adults in family to grocery stores, providing less guidance over time in order to facilitate the adults' independence. Welcome Team should provide pre-paid grocery store cards, or other means of purchasing groceries, to the family until 1) they have received work authorization, secured employment, and are able to pay for groceries themselves; and/or 2) they have received asylee status and are eligible for SNAP (food stamps).¹</p>		
<p>Accompany adults to the laundromat you've identified and assist as needed as they navigate the space and do their laundry. (They may need assistance with the coin changer, getting a laundry "card," etc.)</p>		
Education		
<p>Enroll children in school 30 days after family's arrival. As needed, schedule meetings with school officials. (Note copies of I-94 cards, other immigration papers, and proof of residence will likely be needed for the meeting.) Determine what services family can access through school family resource coordinator.</p>		
<p>Buy all needed school supplies. Consult the schoolteacher as to what is needed before making any purchases.</p>		
<p>Assist adults to enroll in ESL (English as a Second Language) classes, and/or arrange volunteers to serve as English language tutors and conversation partners.</p>		
Social and Emotional Needs		
<p>If it seems appropriate and natural, ask the family members if they would like to attend religious services of the faith/denomination they prefer, taking great care to ensure they understand there are no expectations on your part that they participate in any faith community or tradition. If they would like to explore a faith community, work with a local</p>		

church, synagogue, mosque to assist with transportation for the family to attend.		
Employment/Job Placement		
If the family members have humanitarian parolee status at present, they may apply for work authorization and a social security card. "If you are lawfully present in the United States and plan to apply for work authorization, you can apply for both work authorization from (USCIS) and request a Social Security card from Social Security at the same time. For more information on this process, read Apply For Your Social Security Number While Applying Your Work Permit ."		
While awaiting work authorization, speak with the adults about their work history, their skills and interests. Provide coaching on preparing their resume, on American workplace culture, job interviews, etc		
Medical/Mental Health		
Provide a general health care system orientation to the adults in the family, follow-up on their questions.		
Schedule an appointment for adults and children at medical/mental health care provider(s) to determine any immediate health care needs. (Secure interpreter, as needed.) Bring copy of I-94 and any other immigration forms and identification cards/birth certificates to the appointment. Depending on the provider, allow ample time for appointments. Ensure that family members with acute health care requirements receive appropriate, non-discriminatory and timely medical attention.		
Take children to local Health Department for immunizations and TB screenings. Determine if any		

other health care appointments are needed to proceed with school enrollment and follow-up.		
If necessary, assist family members in accessing appropriate providers of continued therapy or preventive treatment for health conditions affecting the public health.		
Determine Medicaid eligibility; prepare to file appropriate paperwork. Team may wish to seek out counseling/advice from the immigration attorney as to how assistance such as Medicaid could/would affect family in future.		
WEEKS 5-8		
Visit the family again in their home. Review the items in the Next Day Home Visit Checklist, and do any follow-up needed. Teach family how to request and/or perform home upkeep (contact landlord for fixing appliances, cut own lawn, etc.)		
Follow-up on any requests from the adults and/or from the immigration attorney		
If the family is interested, schedule fun outings (the library, the park, the pool, a community event or festival, etc.)		
Follow-Up: For any uncompleted tasks/activities from previous weeks, continue working with the volunteer teams and the family to complete tasks or discern whether or not they are necessary.		
WEEKS AND MONTHS TO COME		
Once the adults in the family receive work authorization, assist them with transportation to job interviews. Once adults secure employment, assist them in creating a transportation plan to get to and from work, ideally using public transportation (to avoid burning out volunteers and prevent a cycle of dependency upon the volunteers).		
Continue to orient the members of the family to the community. If adults are literate, provide		

written orientation materials in their native language, as possible.		
<p>Use CORE (Cultural Orientation Resource Exchange) materials to discuss important topics 4 before and as they arise.</p> <p>Ensure that:</p> <ol style="list-style-type: none"> 1) the family can navigate appropriate and relevant systems; 2) family understands where they can access ongoing support (food kitchens, community services, the type/duration of assistance the Welcome/ Accompaniment Team will provide 3) family understands their surroundings and their situation (reiterate legal information as provided by immigration attorney, as necessary). 		
<p>As needed and in line with the commitments the Team has made (duration and types of support), volunteers should accompany adults in family to grocery stores, providing less guidance over time in order to facilitate the adults' independence. Welcome Team should provide pre-paid grocery store cards, or other means of purchasing groceries, to the family until 1) they have received work authorization, secured employment, and are able to pay for groceries themselves; and/or 2) they have received asylee status and are eligible for SNAP (food stamps).⁵</p>		

Appendix E – Sample Home and Safety Checklist (From EMM Toolkit)

AFFORDABILITY

This section should be completed prior to the asylum seeker or family's arrival, or prior to their move to a new residence if such a move occurs during the time period when your team is providing support. To the extent possible, the family should be able to assume payment of the rent once they receive work authorization and become employed, based upon projected family income from all sources. The family should be left with sufficient resources for other essential expenses (food, transportation, utilities, etc.) after rent payments are made.

Address: _____

Landlord Contact Information: _____

Length of lease agreement: _____

Monthly rent: _____

Security Deposit: _____

ACCEPTABILITY

Both the housing site/complex and neighborhood appear safe _____ Yes _____ Follow up Needed _____ Date fixed _____

DISABILITY ACCOMODATIONS

Identified Disability? _____ Yes _____ No

Accommodations Provided? _____ Yes _____ No _____ NA

SPACE

Number of People _____ Number of Bedrooms _____

SAFETY

All areas and components of the housing (interior and exterior) should be free of visible health and safety hazards and in good repair. Complete a thorough check of the house to ensure the following:

There is no visible bare wiring Yes Follow up needed Date fixed _____

There is no peeling or flaking interior paint or plaster Yes Follow up needed Date fixed _____

There is no visible mold Yes Follow up needed Date fixed _____

There are no detectable dangerous or unsanitary odors Yes Follow up needed Date fixed _____

Emergency escape route(s) have been identified and are accessible Yes Follow up needed Date fixed _____

Fire extinguishers can be easily located and are accessible where required Yes Follow up needed Date fixed _____

All windows and outside doors have working locks Yes Follow up needed Date fixed _____

Appropriate number of working smoke detectors

(check all detectors to make sure batteries are working) Yes Follow up needed Date fixed _____

Windows are in working order with no evidence of broken glass Yes Follow up needed
Date fixed _____

Heat, ventilation, lighting, and hot and cold running water are adequate Yes Follow up
needed Date fixed _____

Electrical fixtures are in good repair (check for light bulbs, check to see if the electricity works)

Appliances and Fixtures

Kitchen: residence equipped with a stove, oven, and refrigerator in good repair Yes Follow
up needed Date fixed _____

Bathrooms: residence equipped with sink, flushing toilet, and shower or bath in good repair

Garbage and Extermination

Easily accessible storage or disposal facilities for garbage Yes Follow up needed Date
fixed _____

No evidence of current rodent or insect infestation

Based on the above findings on _____ (date), I/we find this housing meets the basic
minimum standards described in this form.

Person(s) completing this form (signatures):

Appendix F – Sample Home Supply List (From EMM Toolkit)

Name of Persons completing this form: _____

Date: _____

Item	#/Date procured	Item	#/Date procured
FURNITURE		KITCHEN ITEMS	
Mattress and box spring for each family member (married couples and small children of same gender may be expected to share beds)		One place setting of tableware (fork, knife, spoon) per person	
Bed frame(s)		One place setting of dishes (plate, bowl and cup) per person	
One set of drawers, shelves or other unit appropriate for storage of clothing per bedroom		Pots and pans: at least one sauce pan, frying pan, and baking dish	
One lamp per room, unless installed lighting is present and adequate, and light bulbs as needed		Mixing/serving bowls	
Kitchen table (per family) and chair (per person)		One set of kitchen utensils (such as a spatula, wooden spoon, knife, serving utensils, etc.)	
		Can opener	
LINENS AND OTHER HOUSEHOLD SUPPLIES		TOILETRIES (NEW)	
One bath towel per person		Toilet paper (list number of rolls)	
One set of sheets for each bed		Shampoo	
Blanket(s) of comforter(s) for each bed		Soap	
One pillow and pillowcase for each person		One toothbrush per person	
Alarm clock (phone is sufficient)		Toothpaste	
Paper, pens, and/or pencils		Personal hygiene items (such as deodorant, feminine hygiene products, and razors)	
CLEANING SUPPLIES		BABY ITEMS (if applicable)	
Dish soap		Baby food	
Bathroom/kitchen cleaner		Clothing	
Laundry detergent		Diapers	
Sponges or cleaning rags and/or paper towels		Car seat for children under 4	
Waste baskets (1 kitchen, 1 per bedroom)		Crib (children under 3)	
Trash bags			
Mop or broom			
OTHER ITEMS AND FOOD			
Appropriate clothing for work and everyday for each family member			
Food available on arrival			
Food within one day of arrival			
Additional items as needed			

Appendix G – Sample Next Day Visit Checklist (From EMM Toolkit)

Housing Orientation - Demonstrate How to Use:

- Stove/Oven
- Refrigerator/Freezer (appropriate food storage)
- Shower/Bath
- Hot/Cold Water
- Toilet
- Heating and Air Conditioning (appropriate temperature settings)
- Lights in Each Room
- All Door Locks (interior and exterior doors)
- All Windows, Window Locks, and Screens
- Doorbell or Intercom System
- Mailbox (location/key)
- Home Telephone and/or Cell Phone
- Any Other Appliances:

Ask the following (or similar) questions to ensure understanding of housing orientation.

Can you tell/show me how to make the temperature warmer or colder in your home?

Yes No

Can you tell/show me how to ensure the stove/oven is turned off when you are done using it? Yes No

Can you show me how to lock/unlock the door/s to enter your home? Yes No

Assessment of Condition of Housing

Ask the following three questions to identify housing issues. Please note any issues in space below.

Have you noticed anything in your home which is not working properly? Yes No

Do you have any questions or concerns about your home? Yes No

Do you feel safe in your home and neighborhood? Yes No

Inspect home to identify any housing issues and respond to questions below. If checking yes, describe in space below.

Does the home have any visible health or safety hazards (mold, pests, etc.)? Yes No

Are there any missing furniture/household items (see home supply list)? Yes No

If a member of the case has a physical disability, does the home meet his/her needs? Yes No

Safety Procedures and Emergency Contacts

Review the following information with Partner/s.

- How to safely answer the door/check who is at the door
- Importance of keeping doors to the outside locked
- Safety regarding keeping windows open or closed and locked
- Smoke detector (explain sound of alarm, low battery, and what to do if it goes off when cooking)
- Fire extinguisher (if required, show location and how to use)
- Emergency escape routes (from housing)
- When and how to call 911 (provide written copy)
- How to contact volunteers
- Partner/s address and phone number (provide written copy to each adult Partner)
- Adult 1 Adult 2
- Safety precautions for client/s with children N/A
- Appropriate supervision of children
- Car/child safety seat and seat belt requirements

Ask the following (or similar) questions to ensure understanding of safety procedures and emergency contacts.

Did adults demonstrate understanding?

What number would you call if there was an emergency (such as a medical emergency)?

Yes No

What would you do if the smoke detector alarm went off? Yes No

Note any topics and information which need additional review

Assessment of Welfare and Basic Immediate Needs

Ask the following questions to determine if basic immediate needs have been met.

Do you or any of your family members have urgent medical or medication needs? Yes No

Do you have a supply of food or money to purchase food? Yes No

Do you know where and when you will get more food? Yes No

Do you have enough food to last until that time? Yes No

Do you have seasonal clothing for your immediate needs (including footwear)? Yes No

Have you been provided with pocket money? Yes No

Do you need diapers or baby food (as applicable)? Yes No N/A

Do you have any other needs or concerns? Yes No

Note any concerns or follow up needed regarding provision of basic needs:

Person Completing the Home Visit and This Form:

_____ Date: _____

Appendix H - Sample Household Rules for Hosting Asylum Seekers (Adapted from EMM Toolkit)

These rules should be customized for each host and guest to accommodate for issues around children, pets, personal preferences, dietary restrictions, and other issues unique to each living arrangement.

1. Ask when you have questions.
2. Ask when you would like to use something that belongs to someone else.
3. Lock the front door when you come in.
4. Keep sliding door closed when not in use.
5. Hang up wet towels.
6. Clean up kitchen after using it.
7. Food and drink are only allowed in the kitchen, dining room and on the patio.
8. No cast iron in the dishwasher.
9. Share schedules.
10. Used toilet paper goes in the toilet.
11. Knock if the bedroom or bathroom door is closed.
12. Let each other know your plans or change of plans.
13. Keep personal items in bedroom or personal space when not in use.
14. Put garbage in bags and in bins based on pick-up schedule.

Appendix I – Sample Resume Template (Adapted from EMM Toolkit)

First Name Last Name

Address

123 ABCD Avenue, Apt C Anytown,
AK 99501

Phone and Email: (xxx) xxx-xxxx · **example@gmail.com**

OVERVIEW

I am a highly motivated person with full and legal work authorization in the United States. I have significant experience as an independent contractor in the HVAC field. My schedule is flexible.

WORK EXPERIENCE

Independent

Contractor HVAC

Technician

Abidjan, Ivory Coast

2007-2013

- Installed, diagnosed and repaired heating, air conditioning and ventilation systems
- Performed maintenance inspections, and adjusted, cleaned and calibrated various systems to ensure proper system operations
- Diagnosed malfunctioning heating, air conditioning and ventilation systems to determine the cause of the malfunction
- Prepared quality records and reports describing procedures, actions taken and recommended solutions
- Managed overall operations as an independent contractor with various clients
- Provided excellent customer service to meet client demand in a competitive environment

EDUCATION

Anytown, AK

2015-Present

Adult Education

English as a Second Language (ESL) Classes

HVAC Vocational Program

[Name of School]

High School Diploma

[Name of School]

[What city?],

Morocco 2013-2015

Abidjan, Ivory Coast

2004-2007

SKILLS AND STRENGTHS

Languages:

- French: Fluent (Speaking, reading and writing)
- English: Intermediate and improving

REFERENCES

FIRST NAME LAST NAME of Welcome Team Volunteer

Organization/Business

567 Main Street

Anytown, AK 99500

Phone: (xxx) xxx-xxxx Email:

Appendix J - Alabama Interfaith Refugee Partnership

Volunteer Screening, Attendance, Records and Safety Policy

Effective Date: _____

SECTION 1. PURPOSE:

Alabama Interfaith Refugee Partnership, Inc. (the "Corporation") is a charitable, tax-exempt organization whose directors and officers are chosen to further the charitable purposes for which it is organized and operated. The directors and officers have a duty to conduct the business and affairs of the Corporation in a manner consistent with such purposes and not to advance their personal interests or the interests of other persons who are not members of the charitable class intended to be served by the Corporation. At all times, the directors and officers should exercise their best care, skill, and judgment in carrying out their duties on behalf of the Corporation. This Volunteer Screening, Attendance, Records and Safety Policy (this "Policy") is intended to permit the Corporation and its directors and officers to (specify purpose of policy).

SECTION 2. COVERED PERSONS:

This Policy is applicable to all members of the board of directors and to all officers of the Corporation. Other persons in a position to influence any decision or action to be made or taken with respect to the business or affairs of the Corporation shall, as determined by the board of directors or the President of the Corporation, also be subject to and shall be required to comply with this Policy. For purposes of this Policy, reference to a "director or officer" or the "directors and officers" shall include any person described in the preceding sentence.

SECTION 3. THE POLICY

The Alabama Interfaith Refugee Partnership (ALIRP) is a non-profit charitable organization established to support refugees and asylum-seekers through education, advocacy, and direct support. The organization depends on volunteers to carry out its three missions, and the contributions of volunteers are greatly appreciated. This policy outlines guidelines for volunteers who work to support the ALIRP in a variety of ways, including service on one of its five advisory committees (Advocacy, Communication, Direct Support/Volunteer, Education, or Fundraising/Outreach), or by providing direct support to refugees and asylum-seekers. All volunteers who provide direct support will be asked to sign a Volunteer Agreement form, and all Partners who receive direct support will be asked to sign a Partner Agreement Form.

Record Management

ALIRP maintains records on each volunteer in order to document their service contributions. Records for all volunteers include a timesheet documenting their service hours and types of service provided. Records for volunteers who provide direct support to refugees and asylum seekers include signed volunteer agreement form, results of background checks, and orientation attendance. Volunteer records are confidential. Volunteers are responsible for submitting and

updating information contained in their files to the Coordinators of the Direct Support/Volunteer Committee.

Volunteer Recruitment

Volunteers shall be recruited by the ALIRP on a pro-active basis, with the intent of broadening and expanding the volunteer involvement of the community. Volunteers shall be recruited without regard to gender, handicap, age, race or other condition. The sole qualification for volunteer recruitment shall be suitability to perform a task on behalf of the organization. Volunteers may be recruited through either an interest in specific functions or through a general interest in volunteering which will later be matched with a specific function.

Volunteer Screening

Prior to being assigned or appointed to a position, all volunteers will complete a volunteer application, and be interviewed by a member of the Direct Support/Volunteer Committee to ascertain their suitability for and interest in that position. The interview should determine the qualifications of the volunteer, their commitment to fulfill the requirements of the position, and should answer any questions that the volunteer might have about the position. Interviews may be conducted either in person or by other means.

Volunteers who plan to provide direct support to Partners will be asked to submit to a background check, which will include criminal, sex offender, and motor vehicle checks. Volunteers will be asked to make a voluntary donation to ALIRP to cover the cost of this background check.

Volunteer Attendance

Volunteer attendance is important to the operation of each program. Volunteers should notify the Coordinator of the Partner's care team in advance if they are unable to be present for their scheduled commitments.

Training for Volunteers Providing Direct Support

All volunteers providing direct support to refugees and asylum-seekers must review the ALIRP Volunteer Handbook and complete a volunteer orientation program. Volunteer Orientation provides an overview of ALIRP, its mission, history and goals. Each volunteer will participate in a scheduled orientation within the first three months of beginning their service. The orientation is designed to provide a framework for volunteering. The Volunteer Assignment and Program Training is provided by a member of the Direct Support/Volunteer Committee.

Youth Volunteers

Volunteers providing direct support who are under the age of 18 must have written consent of a parent or legal guardian before volunteering. Students volunteering for service learning credit hours for their school must submit school name and contact information before volunteering.

Conduct

Volunteers are expected to follow rules of conduct that will protect the interest and safety of all volunteers and individuals being assisted by ALIRP. The following are only some examples of inappropriate conduct which could lead to dismissal:

- Theft or improper use of ALIRP's property or that of any ALIRP volunteer, staff, agent or visitor, including failing to cooperate fully in any ALIRP investigation.
- Altering ALIRP reports or records.
- Volunteering under the influence of alcohol or illegal drugs and/or illegal or unauthorized possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the volunteer environment.
- Creating a disturbance at sponsored activities or in areas which could jeopardize the safety of others.
- Violation of ALIRP, federal, state, or local safety and health rules.
- Unauthorized disclosure of ALIRP proprietary or confidential information.
- Unsatisfactory or disrespectful conduct.

Drug-Free Environment

ALIRP provides a drug-free, healthy, and safe environment. While conducting ALIRP-related activities, a volunteer may not use, possess, distribute, sell or be under the influence of alcohol or illegal drugs.

Safety and Liability

ALIRP aims to provide a safe and healthy environment for all volunteers. If a volunteer is injured in the course of the volunteer's service, it is important that a report describing the incident is completed and submitted to the Chair of the ALIRP Direct Support/Volunteer Committee (directsupport@alirp.org).

Emergency Closings

ALIRP strives to ensure the safety of all volunteers. In the event of inclement weather, volunteers will be responsible for contacting the care team coordinator that they will not be performing their scheduled service.

Safety and Security

ALIRP desires to provide a safe volunteer environment. Volunteers are responsible for using the following common-sense suggestions to help ensure a safe environment.

- Be aware of any unknown person who comes into your area and is not accompanied by a staff member.
- Never leave your purse, wallet, or other valuable items on or under your desk. Keep these items out of sight. Keep your wallet or purse with you at all times or keep them in a secure drawer or cabinet. Avoid carrying large sums of money.
- ALIRP is not responsible for lost or stolen personal property. ALIRP will not reimburse a volunteer for any personal property which disappears from a volunteer site.

Sexual Harassment

ALIRP is committed to providing volunteers with an environment that is free from discrimination and unlawful harassment. Actions, words, jokes, or comments based on an individual's sex, race, ethnicity, age, religion, sexual orientation, or any other legally protected characteristic will not be tolerated. ALIRP encourages volunteers to bring any incidents of sexual or any other type of harassment to the immediate attention of the care team leader or the Chair of the Direct Support/Volunteer Committee (directsupport@alirp.org).

Volunteer Driver License and Background Checks

Volunteers must have a valid driver's license to transport constituents and those receiving support. There is a continuing obligation on the volunteer's part to notify the Care Team Coordinator or one of the Co-Chairs of the ALIRP Direct Support/Volunteer Committee if the volunteer's driver's license is suspended or revoked at any time throughout the volunteer's service. ALIRP may perform random checks with appropriate state motor vehicle departments on the status of the licenses of those volunteers. Transportation without a valid driver's license may result in disciplinary action up to and including dismissal of a volunteer.

Summary

The ALIRP depends on the contributions of volunteers in order to accomplish its tripartite mission of education, advocacy, and direct support of refugees and asylum-seekers. If you have questions, please contact the Coordinator of the Direct Support/Volunteer Committee (Directsupport@alirp.org) or the ALIRP President (President@alirp.org).

Appendix K - Alabama Interfaith Refugee Partnership, Inc.
Volunteer Background Check Form - Can be completed online at this
[link](#).

Thank you for your interest in serving as a volunteer for the Alabama Interfaith Refugee Partnership (ALIRP). Our volunteers provide direct support for refugees and asylum-seekers (referred to as “Partners”). We could not achieve our goals without the support of volunteers like you.

Because the safety of the Partners is of utmost importance, we ask you to submit your consent for a background check to be completed by Good Hire. Please complete the following form and email it to directsupport@alirp.org.

After submission of this form you will first be contacted by Good Hire to complete your background check. Then someone from the Direct Support Committee will be in touch to discuss ways you can volunteer.

Name: _____

Email: _____

Phone number: _____

I give consent to ALIRP to send my name and email to Good Hire in order to initiate the background checks. This will include criminal, sex offender, and motor vehicle checks.

Signature: _____ Date: _____

If volunteers will be transporting anyone, we ask that they have a valid driver’s license and automobile insurance.

Do you have a valid driver’s license and automobile insurance? ____ Yes ____ No

I am able to donate \$40 towards the background check fee. This is not required to volunteer for ALIRP, but is greatly appreciated. If you are able to contribute to help pay for the background check, please make a check payable to the Alabama Interfaith Refugee Partnership, Inc. and mail to 2641 Paden Place, Birmingham, AL 35226 or make your donation online at <http://www.alirp.org/donate.html>. Please note on the check or comment line that this donation is to help offset expenses for the background check.

Appendix L - Alabama Interfaith Refugee Partnership, Inc.

Volunteer Interest Form - Available on [ALIRP website](#)

Email: _____

First and Last Name: _____

Phone: _____

Languages Spoken: _____ (first language) _____ (other)

I am interested in:

Volunteering my time:

Providing financial support:

Providing other non-monetary donations (clothing, food, furniture, etc.):

Just learning more:

Other:

Is there a particular committee you'd like to be a part of? (Select all that apply)

Communications

Finance

Advocacy

Fundraising

Direct Support

Outreach

Education

Volunteer Engagement

Not sure at this time

Why are you interested in volunteering with ALIRP? Are there any specific skills you bring or types of work you'd be interested in assisting with?

Appendix M – Volunteer Agreement Form for Volunteers Providing Direct Support to Partners - Can be signed online [at this link.](#)

Our foremost goal in the Alabama Interfaith Refugee Partnership (ALIRP) Direct Support initiative is to welcome refugee and asylum-seeking families to our community (referred to in ALIRP documents as “Partners”). We sincerely appreciate your willingness to serve as a volunteer to provide direct support to our Partners and to help ensure that they are safe, given the best chance of pursuing asylum, and given power and control over their lives. By signing this form, you indicate your consent to adhere to the following volunteer policies and principles.

1. The asylum process is both profoundly personal and legally sensitive. The asylum applications are between the families, their legal team, and the courts. I agree not to ask Partners about their reasons for seeking asylum. I also agree to maintain in strict confidence all information relating to the Partners, their families, their cases, and any other related information. I will not discuss or disclose any information relating to any ALIRP Partner’s case unless explicitly authorized and/or requested to do so by the Coordinator of the ALIRP Direct Support/Volunteer Committee. Once my relationship with the Partner and ALIRP has ended, I will permanently delete any communication via email, phone, or text message related to my service to ALIRP.
2. Out of necessity, volunteers may have access to Partners’ homes, stories, and personal information while still being relative strangers. Our goal is to give the Partners as much autonomy and privacy as we can. This may mean withholding unsolicited advice, refraining from asking personal questions, or excusing yourself from conversations with teachers and medical providers. I agree to respect the autonomy and privacy of ALIRP Partners.
3. We couldn’t support these families without your incredible generosity, yet gifts can put the families in awkward positions and have unintended consequences. I agree not to provide gifts or cash to the Partners, and to discuss any unmet needs with the Care Team Leader or the Coordinator of the ALIRP Direct Support/Volunteer Committee.
4. Our inability to communicate with our families in their primary languages, the cultural chasm, and the power differential at play in our interactions makes true informed consent difficult to obtain. I understand the importance of taking care when asking for the Partner’s consent, and will discuss decisions about whether to accompany a family member into a doctor’s exam room, a parent teacher meeting, or other matters requiring the Partner’s consent, with the Care Team Leader or Coordinator of the ALIRP Direct Support/Volunteer Committee.
5. I understand that in order for me to have direct indoor contact or provide automobile transport for an ALIRP Partner, the Partner and I must show proof of COVID 19

vaccination, and also comply with all current guidelines from the Centers for Disease Control and Prevention, including wearing masks and maintaining social distance.

6. I will not take photos of the Partners without first discussing this with the Coordinator of the Direct Support/Volunteer Committee, and without having a signed Media Release Form in order to protect their safety and privacy.
7. I understand that as a volunteer, I am mandated to report any suspicion of abuse or neglect, or concerns the Partner may express about harming him/herself or others, to the Coordinator of the ALIRP Direct Support/Volunteer Committee (Directsupport@alirp.org).
8. I acknowledge and agree that the nature of the volunteer services which may be performed by me as an ALIRP volunteer, may involve (a) contact with unidentified and unfamiliar persons, (b) travel to and from various unspecified locations, and (c) other potential risk of injury. Notwithstanding the preceding sentence, I willingly and freely agree to volunteer and hereby assume any and all risk. I release the ALIRP and its directors and officers from any claims or liability, whether known or unknown, arising out of my participation as an ALIRP volunteer.
9. I hereby confirm, represent and warrant that I have never been convicted of a violent crime, child abuse or neglect, child pornography, child abduction, kidnapping, rape or sexual offense, nor have I ever been ordered by a court to receive psychiatric or psychological treatment in connection herewith.
10. I understand that my failure to abide by the terms of this Volunteer Agreement may result in the termination of my participation as a volunteer with ALIRP.

I, _____ (print name), have read the above ALIRP Volunteer Agreement and understand its terms and my responsibilities as a volunteer.

Signature of Volunteer

Signature of parent or legal guardian (if under 18 years of age)

Date

If this is a minor who wants credit for service hours, please list school and contact information where this documentation should be sent:

Thank you for being part of this program! We couldn't do this without you!

**Appendix N Agreement for Partner Receiving Direct Support from
the Alabama Interfaith Refugee Partnership, Inc.
Can be signed online at these links: [English](#)/[Spanish](#)**

Our foremost goal in the Alabama Interfaith Refugee Partnership (ALIRP) Direct Support initiative is to welcome refugee and asylum-seeking families (Partners) to our community and to help ensure that they are safe, given the best chance of pursuing asylum, and given power and control over their lives. We ask all ALIRP Partners to review and sign the following form to clarify the types of assistance that ALIRP can provide, and the expectations of ALIRP Partners. On behalf of the ALIRP, we want you to know that you are welcomed, and that we are here to support you on your journey.

1. I, _____ agree to receive support from the Alabama Interfaith Refugee Partnership, Inc. (ALIRP), including [describe nature of the support being provided]: _____

2. I understand that I have a right to safety, privacy, and security. If I experience anything that makes me uncomfortable as a result of my interactions with ALIRP volunteers, I will report this to the Coordinator of the ALIRP Direct Support/Volunteer Committee or to my Care Team Leader (insert name and phone number of team leader here): _____
3. I understand that I am free to discontinue the relationship with any ALIRP or an ALIRP volunteer at any time.
4. I understand that any details about my story will be treated with respect and confidentiality, and not released or told to anyone without my permission. I understand that photos or videos of me will not be posted online or shared through any means without my permission.
5. I understand that the volunteers who support me also have a right to safety, privacy, and security. I will not share information about the volunteers, including their names or phone numbers, without their permission. I will not post photos or videos of volunteers to social media without their permission. I will not engage in abusive or dishonest behavior in my dealings with volunteers.
6. I understand that ALIRP volunteers are mandated to report any suspicion of abuse or neglect. I understand ALIRP volunteers are also required to report any concerns I may express about harming myself or another person.
7. I will not ask for or receive cash or material gifts from ALIRP individual volunteers. I understand that volunteers from ALIRP will work together and with me to determine

what support I need and for what length of time (including but not limited to furniture, clothing, food support, transportation, etc.).

8. I understand that any work done for pay before a work permit is given, could directly harm or jeopardize my asylum case.
9. I understand that it is not legal to drive a car without a U.S. driver's license and adequate insurance.
10. In order to protect my health, and the health of ALIRP volunteers, I will obtain a health exam for myself and my minor children (if applicable), and comply with all follow up and medical procedures. This includes follow up for immunizations. I understand that in order for me to have direct indoor contact or receive automobile transport from an ALIRP volunteer, I must show proof of COVID 19 vaccination.
11. I understand that my support from ALIRP may be terminated if I break any laws of the USA, sell or possess illegal drugs.
12. I understand that it is important to be honest when discussing my case with attorneys or legal representatives in order to improve my chances of achieving the immigration status I am pursuing.
13. I understand if I violate any of the above expectations, ALIRP may terminate our relationship and end their support.

Name _____
Signature _____ Date _____
Care Team Point Person _____ Date _____

Coordinator of ALIRP Direct Support/Volunteer Committee _____

Date: _____

Acuerdo para socios que reciben apoyo directo de Alabama Interfaith Refugee Partnership, Inc. ([Español](#))

Nuestro objetivo principal en la iniciativa de Apoyo Directo de la Asociación de Refugiados Interreligiosos de Alabama (ALIRP) es dar la bienvenida a las familias (Socios) de refugiados y solicitantes de asilo a nuestra comunidad y ayudar a garantizar que estén seguros, teniendo en cuenta las mejores oportunidades de obtener asilo y poder y control sobre sus vidas. Pedimos a todos los socios de ALIRP que revisen y firmen el siguiente formulario para aclarar los tipos de asistencia que ALIRP puede proporcionar y las expectativas de los socios de ALIRP. En nombre de ALIRP, queremos que sepa que es bienvenido y que estamos aquí para ayudarlo en su viaje.

1. Yo, _____ estoy de acuerdo en recibir apoyo de Alabama Interfaith Refugee Partnership, Inc. (ALIRP), que incluye [describa la naturaleza de el apoyo proporcionado]:

2. Entiendo que tengo derecho a la seguridad, privacidad y seguridad. Si experimento algo que me incomoda como resultado de mis interacciones con los voluntarios de ALIRP, lo reportaré al Coordinador del Comité de Apoyo Directo / Voluntario de ALIRP o al Líder de mi Equipo de Atención (ingrese el nombre y el número de teléfono del líder del equipo aquí) :

3. Entiendo que soy libre de discontinuar la relación con cualquier ALIRP o un voluntario de ALIRP en cualquier momento.

4. Entiendo que cualquier detalle sobre mi historia se tratará con respeto y confidencialidad, y no se divulgará ni se informará a nadie sin mi permiso. Entiendo que las fotos o videos míos no se publicarán en línea ni se compartirán por ningún medio sin mi permiso.

5. Entiendo que los voluntarios que me apoyan también tienen derecho a la seguridad y la privacidad. No compartiré información sobre los voluntarios, incluidos sus nombres o números de teléfono, sin su permiso. No publicaré fotos o videos de voluntarios en las redes sociales sin su permiso. No participaré en comportamientos abusivos o deshonestos en mis tratos con voluntarios.

6. Entiendo que los voluntarios de ALIRP tienen el mandato de informar cualquier sospecha de abuso o negligencia. Entiendo que los voluntarios de ALIRP también están obligados a informar cualquier inquietud que pueda expresar sobre dañarme a mí mismo o a otra persona.

7. No pediré ni recibiré efectivo o regalos materiales de voluntarios individuales de ALIRP. Entiendo que los voluntarios de ALIRP trabajarán juntos y conmigo para determinar qué apoyo necesito y durante cuánto tiempo (incluidos, entre otros, muebles, ropa, alimentos, transporte, etc.).

8. Entiendo que cualquier trabajo realizado por paga antes de que se otorgue un permiso de trabajo, podría dañar directamente o poner en peligro mi caso de asilo.

9. Entiendo que no es legal conducir un automóvil sin una licencia de conducir de EE. UU. Y un seguro adecuado.

10. Para proteger mi salud y la salud de los voluntarios de ALIRP, obtendré un examen de salud para mí y mis hijos menores (si corresponde), y cumpliré con todos los procedimientos médicos y de seguimiento. Esto incluye el seguimiento de las vacunas. Entiendo que para poder tener contacto directo en el interior o recibir transporte en automóvil de un voluntario de ALIRP, debo mostrar prueba de la vacuna COVID 19.

11. Entiendo que mi apoyo de ALIRP puede ser cancelado si rompo alguna ley de los Estados Unidos, vendo o poseo drogas ilegales.

12. Entiendo que es importante ser honesto cuando discuta mi caso con abogados o representantes legales para mejorar mis posibilidades de lograr el estado de inmigración que estoy buscando.

13. Entiendo que si infringe cualquiera de las expectativas anteriores, ALIRP puede terminar nuestra relación y finalizar su apoyo.

Nombre _____

Firma _____

Fecha _____

Lider de Equipo de Cuidado _____ Fecha _____

Coordinadora de ALIRP Committee de Voluntarios _____

Fecha: _____



Volunteer Time Sheet - Can be completed [online at this link](#).

The Alabama Interfaith Refugee Partnership could not achieve its mission without the dedicated contributions of our volunteers and supporters. Documenting the amount of time that volunteers contribute helps us with our annual reporting and fundraising initiatives. We would appreciate your keeping a record of the time that you spend in your volunteer activities, and submitting your time sheet [online via the ALIRP website](#) each quarter. Thank you for all that you are doing to support refugees and asylum-seekers!

Volunteer Name: _____ PHONE: _____

Year _____

Quarter: January-March _____ April-June _____ July-September _____ October-December _____

Date	Hours Volunteered	Date	Hours Volunteered	Date	Hours Volunteered
TOTAL HOURS		TOTAL HOURS		TOTAL HOURS	
TOTAL HOURS FOR THE QUARTER					

Volunteer Signature _____ Date Submitted: _____



Appendix P - Keeping Volunteers and Partners Safe During the COVID-19 Pandemic

**Policy Approved by Alabama Interfaith Refugee Partnership (ALIRP) Board
June 9, 2020
Updated August, 2021**

In order to minimize risk to volunteers from exposure to the novel Coronavirus during the COVID-19 pandemic, the Alabama Interfaith Refugee Partnership (ALIRP) board recommends that all volunteers adhere to guidelines proposed by the U.S. Centers for Disease Control (<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>). Volunteers should make their own decisions about the types of volunteer interactions they chose to engage in, and should consider their own levels of risk in making such decisions. Because COVID-19 is often infectious prior to the individual showing symptoms, volunteers should generally maintain social distance (of more than 6 feet), wear face masks, and ensure that they wash their hands frequently before and after any contact with others. If volunteers engage in activities in which they are not able to maintain a 6 -foot distance (for example transport in cars), volunteers do so at their own risk. The ALIRP Direct Support Committee will encourage all Partners and Direct Support volunteers to disclose their COVID vaccine status. The organization does not support providing transportation or engaging in any close contact between volunteers and Partners who are not fully vaccinated against COVID 19.

If volunteers decide to provide transportation or engage in close contact with Partners who have not been vaccinated, or whose COVID-19 vaccination status is unknown, they do so at their own risk. In such situations, the following guidelines may be useful:

1. Pre-screen Partners before meeting them (asking if they have been vaccinated, if others in their household have been vaccinated, or anyone in the household has COVID19 symptoms), and take their temperature to ensure it is below 100 degrees F.
2. Use face masks and gloves and ask the Partner to use a face mask and gloves regardless of the vaccination status of the Partner or volunteer
3. Disinfect the inside and outside of the car (especially door handles) after dropping off clients
4. Consider taping a plastic shower curtain or sheet between the front seat and rear seat, and drive with Partners in the back seat with windows open to promote better ventilation.

The video ([see link](#)) prepared by a faculty member at the University of Alabama at Birmingham School of Public Health re: maintaining volunteer safety during the COVID pandemic has additional useful information:

**Appendix Q – Consent for Volunteer Working with Minor Without Parent
(English and Spanish versions)**



**Parental Consent for Volunteer to Work With or Transport Minor
Child (below age of 19 years) - Available online [at this link](#).**

I _____ - give my consent for _____

Name of Parent

Name of Volunteer

to transport or spend time with my minor child named _____
Name of Child

when I am not present.

Printed Name of Parent or Guardian _____

Signature of Parent or Guardian: _____

Date: _____

*Volunteer should email this signed form to: Directsupport@alirp.org



Consentimiento de los Padres para que el Voluntario Trabaje con o Transporte Menor de Edad (menor de 19 años)

Yo _____ doy mi consentimiento para _____

Nombre del padre

Nombre del voluntario

para transportar o pasar tiempo con mi hijo menor llamado _____

Nombre del niño

cuando no estoy presente.

Nombre impreso del padre o tutor _____

Firma del padre o tutor _____

Fecha: _____

* El voluntario debe enviar este formulario firmado por correo electrónico a:
Directsupport@alirp.org

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