

LSS/NCA Role

Co-Sponsor Role

1. Invite partner to co-sponsor presentation

1. Initial Contact with LSS/NCA

1. Staff coordinates with co-sponsor, documents return of interest form and next steps.
2. After co-sponsor volunteers have completed background checks and volunteer trainings, approved co-sponsor is referred to Resettlement Manager to match with a family

Preparation 1-3 Months

1. Co-sponsor leaders attend co-sponsor presentation.
2. Leaders share materials and information with other team members.
3. Co-sponsor decides on sponsorship level. Interest form must be completed and returned to LSS/NCA.
4. Optional: Co-sponsor hosts a Compassion in Action tour or a LSS/NCA presentation to rally support among team members and group/ congregation.
5. All persons involved with co-sponsorship (who will have direct contact with family) will undergo a background check and volunteer orientation.

Co-Sponsor Assigned A Family

(Wait time for approval & assignment will vary but could take up to 90 days)

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1. LSS/NCA staff will hold a briefing meeting to go over refugee family information/background with co-sponsor and ensure co-sponsor is prepared for family's arrival.

2-6 weeks before arrival

1. Co-sponsor signs official commitment form outlining family needs and co-sponsor's respective responsibilities/financial commitments.
2. Role of co-sponsor prior to arrival will depend on level of assistance. Preparations may include: finding affordable housing, collecting in-kind donations, and exploring employment opportunities. See "Co-Sponsor Committee Assignments" document for more information.

REFUGEE FAMILY ARRIVES

1. Staff communicates with co-sponsor general coordinator regarding concerns and questions. Staff receives weekly updates regarding family's progress and needs.

1-9 months after arrival

1. 1-3 months after arrival: Role of co-sponsor after arrival will depend on level of sponsorship. Responsibilities may include: providing financial rental assistance, securing employment, offering mentoring, and providing food, clothing, and food. See "Co-Sponsor Committee Assignments" document for more information.
2. 3-9 months after arrival: Co-sponsor continues to provide core services to refugee family (per sponsorship level) and ensures open communication with LSS/NCA staff.
3. Prepares to withdraw support from refugee family. Family should be self-sufficient.



1. LSS/NCA receives evaluation from both refugee family and co-sponsorship team.
2. Staff help plan celebration dinner and open conversation for continued partnership with group/congregation.

Exit

1. Co-sponsor evaluates sponsorship challenges and successes, providing feedback to LSS/NCA staff.
2. Co-sponsor and LSS/NCA plan final celebration dinner for refugee family and co-sponsor team.