

Welcome Team Checklist

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

Organization

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

Pre-arrival

- Collect new or gently used furniture and household items on **Welcome Home List**.
- Deliver furniture and set up apartment prior to arrival.
- Stock the kitchen with a week of food. The **Welcome Grocery List** provides suggested items.
- Collect funds (suggested \$3,000-\$5,000) to assist with initial rent and utilities assistance.
- Meet with or call case manager to discuss arrival and appointment schedule for initial weeks.

Arrival

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

Post-Arrival

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

Other Helpful Activities

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

Closing Celebration

- Plan a 4 month celebration to mark family's progress and transition of welcome team relationship from helping to friendship.