

Sample Private Sponsor Group Structure and Roles

Each member of a Private Sponsor Group brings unique skills and the ability to help in the shared act of welcome. This resource provides a template for the organization of Private Sponsor Groups into teams according to areas of responsibility. Members may work on multiple teams to welcome refugee newcomers into the community.

Coordinator

- Ensures guidelines are followed, core services are completed and program documentation is submitted
- Facilitate team meetings and communications
- Coordinate completion and submission of important documents, such as:
 - Change of address form
 - Selective Service registration
 - 30- and 90-day reports
 - 6- and 12-month surveys

Finance & Employment Team

- Facilitate fundraising efforts
- Oversee group funds disbursements
- Develop a budget for the group
- Collaborate with refugee newcomers to create a family household budget
- Locate local workforce services
- Facilitate informal job search

Housing & Basic Necessities Team

- Secure & furnish safe, affordable housing
- Arrange for utilities
- Provide food staples
- Provide seasonally appropriate clothing

Benefits & Healthcare Team

- Connect to healthcare providers
- Connect to mental healthcare resources as desired or needed
- Connect to government services & benefits: Social Security, Medicaid, Cash Assistance, Supplemental Nutrition Assistance Program (SNAP), and Supplemental Security Income (if applicable)
- Connect to local services: food pantry, town social services, etc.

Welcoming & Local Orientation Team

- Meet refugee newcomers at the airport & transport them to housing
- Orient refugee newcomers to the community: library, youth services/clubs, recreational, etc.
- Orient refugee newcomers to public transportation (bus, train, rideshare, etc.)
- Orient refugee newcomers to federal, state and local laws and acquaint them to personal and home safety
- Facilitate connections to local ethnic community and/or if the refugee newcomers are of certain faith, facilitate connection to local mosque, church or temple, as desired

Education & Language Team

- Enroll children in school
- Identify interpreter and/or translation services
- Connect to formal, free and/or affordable language classes
- Provide informal language learning opportunities