

# SAMPLE SPONSOR CIRCLE TEAM STRUCTURE AND ROLES

The following provides a possible structure for Sponsor Circle members to understand their various roles. Sponsor Circle members may work on multiple teams to welcome newcomers into the community.

## **Sponsor Circle Coordinator**

- Ensures Sponsor Circle guidelines are followed, resettlement tasks are completed, program documentation is submitted and facilitates team meetings and communication,
- Change of address form
- Selective Service registration
- 30 & 90-day Checks
- Connect to free or affordable legal assistance to apply for status adjustment
- Follow-up with newcomer after legal assistance connection made, to ensure timing is understood

## **Finance & Employment Team**

- Facilitate fundraising efforts
- Oversee Sponsor Circle funds disbursements
- Develop budget for Sponsor Circle
- Collaborate with 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 and Healthcare Team**

- Connect to Healthcare providers
- Connect to Mental Healthcare resources as desired
- Connect to Government Services & benefits (Social Security, Medicaid, Cash Assistance, Food Assistance, and Supplemental Security Income (if needed))
- Connect to local services (food pantry, town social services, etc.)

## **Welcoming & Local Orientation Team**

- Meet newcomers at the airport & transport them to housing
- Orient newcomers to the community (library, youth services/clubs, recreational, etc.)
- Orient newcomers to public transportation (bus, train, rideshare, etc.)
- Orient newcomers to laws, personal and home safety
- Facilitate connections to Afghan community and/or places of worship faith community as desired

## **Education & Language Team**

- Enroll children in school
- Provide interpreter and/or translation services for communication with newcomers
- Connect to formal, free or affordable language classes
- Provide informal language training partners