

Roles and Responsibilities of SCUs and SCs

This document clarifies the roles and responsibilities of, and the relationship between, the Sponsor Circle Umbrella (SCU) and Sponsor Circle

The Sponsor Circle Program is a partnership between the Community Sponsorship Hub (CSH), a national organization that oversees the process through which Sponsor Circles are vetted, certified, and supported); Sponsor Circle Umbrellas (SCUs), organizations with deep expertise in resettlement that provide Sponsor Circles ongoing guidance and support); and Sponsor Circles (SCs), community groups that commit to welcoming newcomers and providing support during the initial resettlement period). Each relies on the others to fulfill their responsibilities so that the program can succeed.

CSH coordinates a "community sponsorship system" of many organizations collaborating to leverage the power of welcoming Americans. This includes activities such as recruiting new members of the general public to become Sponsor Circles, setting eligibility criteria and vetting standards for those wanting to sponsor, training and accrediting SCUs, monitoring and evaluation, and providing tools and resources to aid sponsors in welcoming newcomers.

RESPONSIBILITIES OF THE SPONSOR CIRCLE UMBRELLA

1

Communicate with the Sponsor Circle

The SCU will commit to communicating with the Sponsor Circle on matters including, but not limited to, the matched newcomer, arrival of the newcomer, and any program changes announced by the Community Sponsorship Hub or the U.S. government

2

Vet and certify the Sponsor Circle

The SCU will review applications submitted by the Sponsor Circle, and formally certify the Sponsor Circle if the Sponsor Circle meets program criteria to sponsor. The SCU will provide feedback and guidance regarding the Welcome Plan as necessary

3

Notify the Community Sponsorship Hub of the certified Sponsor Circle

The SCU will notify the Community Sponsorship Hub if a Sponsor Circle has been certified, or alternatively, if it has been refused due to failure to meet program requirements

4

Provide ongoing support and guidance

The SCU will provide ongoing advice and support to the Sponsor Circle when questions or challenges arise. The SCU will intervene if necessary, including providing relevant resources

5

Collect and review surveys or required reports

The SCU will ensure that the Sponsor Circle completes any program required reports or surveys. The SCU will review the Sponsor Circle's reports or surveys and conduct appropriate follow-ups to any serious issues raised

6

Coordinate with the Community Sponsorship Hub

If serious challenges emerge that cannot be resolved and lead to the Sponsor Circle breaking down, the SCU will immediately inform the Community Sponsorship Hub of the issue and work together to find an appropriate solution. The SCU will also serve as a liaison with state and national stakeholders, as necessary

RESPONSIBILITIES OF THE SPONSOR CIRCLE

1. Meet all program eligibility requirements. The Sponsor Circle must have at minimum 5 members, all over the age of 18, all living in or nearby the community of resettlement, and all must pass background checks via the Community Sponsorship Hub’s background check partner. The Sponsor Circle coordinator must review the Community Sponsorship Hub’s knowledge check materials online

2. Prepare an adequate Welcome Plan. The Sponsor Circle must complete a Welcome Plan sharing how the Sponsor Circle will support the newcomers being sponsored

3. Fundraise. The Sponsor Circle will likely need to fundraise to generate the level of resources needed to support the newcomer(s).

4. Deliver the core resettlement responsibilities. The Sponsor Circle is responsible for delivering the following core resettlement responsibilities:

a. Meet the newcomer on arrival at the airport/station and provide transportation to their temporary or permanent accommodation	g. Complete change of address forms	m. Support language acquisition
b. Provide orientation to the local community and laws, personal and home safety, available services, and immigration status	h. Register with services as appropriate	n. Support language access
c. Arrange for permanent and temporary housing	i. Support access to public services and benefits (e.g. SNAP, cash assistance, medical assistance)	o. Support cultural connections
d. Arrange utilities hook-ups, internet, phone	j. Support health and mental health access	p. Support employment acquisition
e. Arrange furniture and home furnishings	k. Connect the newcomer to legal assistance in support of their immigration status	q. Support transportation
f. Arrange food staples and clothing	l. Enroll children in school	

5. Communicate with the SCU. The Sponsor Circle is responsible for reaching out to the SCU if it has questions relating to the application process, or if it encounters challenges with any of its responsibilities. If the SCU contacts the Sponsor Circle with questions relating to the sponsorship, the Sponsor Circle will promptly provide the information sought

6. Prepare and submit the surveys. The Sponsor Circle must submit surveys on the delivery of the sponsorship to the SCU

7. Coordinate with the SCU on the successful transition after the sponsorship period. If, at the end of the sponsorship period, the newcomer is unable to sustain themselves to a degree that their health or security is seriously threatened, the Sponsor Circle should alert the SCU immediately of the situation and work with the SCU on an appropriate resolution, including potentially a temporary extension of service provision.