



# A Step-by-Step Guide On How to Submit the Application to Become a Sponsor Circle

Thank you for your interest in the Sponsor Circle Program! Below is a guide to submitting an application. While it is broken into sections, please follow the directions sequentially to complete the application.

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## Initiating the application

To apply, use this link. Follow the “Next Steps” as indicated. You will not be able to save the application and return to it, so be prepared to complete it in one sitting.

<https://www.sponsorcircles.org/apply>

There are multiple places on this page to click on apply. You will eventually be greeted with this image:

A screenshot of the Sponsor Circles application form. The page has a white background with a dark blue footer. At the top left is the Sponsor Circles logo. To the right are navigation links: Home, Resources, Media, and Next Steps. The main heading reads "Thank you for your interest in welcoming a new neighbor through the Sponsor Circle Program!". Below this is a sub-heading "Ready to apply?" followed by instructions to complete the form and ensure all next steps are completed. A note in red text asks users to be certain they have all required materials before beginning and provides an email address for issues. The form itself is titled "Sponsor Circle Application" and contains a radio button selection for "Nationality of the newcomer you are applying to sponsor". The "Ukrainian" option is selected with a red dot, and the "Venezuelan" option is unselected with a white dot. A red "Next" button is located at the bottom right of the form. Two blue arrows point to the "Ukrainian" radio button and the "Next" button. The footer contains the Sponsor Circles logo, an "APPLY NOW" button, and links for "About" and "Resources".

After selecting a cohort with whom you are prepared to work, select the red “Next” on the bottom right of the screen.



### Supplying the initial required information

Begin supplying the required information. You will need to fill out each field in order for the application to be accepted by the system. A blank field will require you to go back and fill it in.

**Sponsor Circles** Home Resources Media Next Steps

**Thank you for your interest in welcoming a new neighbor through the Sponsor Circle Program!**

**Ready to apply?** Complete the form below and ensure all [next steps](#) have been completed.

*Please be certain you have all the required materials before beginning. If you receive an error message when submitting, please review to make sure you have completed all required application fields. If you are still having issues submitting, please email [applications@sponsorcircles.org](mailto:applications@sponsorcircles.org).*

**Sponsor Circle Application**

\* Sponsor Circle Name

Sponsor Circle Location

\* City  \* State

\* Postal / Zip Code

Begin adding members. You will be required to enter at least 5. You will need to enter their complete contact information.

**Sponsor Circle Members**

When listing Sponsor Circle members, please use formal names spelled the same way as on official identification (e.g., Drivers License). This will assist the SCP in confirming background checks required as part of the application process. We also ask that you provide one secondary point of contact for your Sponsor Circle.

**Sponsor Circle Coordinator - Primary Contact**

\* First Name  \* Last Name

\* Street Address

\* City  \* State

\* Postal / Zip Code

\* Home Phone  \* Cell Phone

\* Email

**Sponsor Circle Group Member #2 - Secondary Contact**

\* First Name  \* Last Name

\* Street Address

\* City  \* State

\* Postal / Zip Code

\* Phone

\* Email

Note that when you fill in the names of the group members, ensure that you do not add a space to the beginning or end of the email addresses. This will create an error message when you attempt to submit the application that will urge you to use the correct format for the entry.



\*First Name: John \*Last Name: Doe

\*Street Address: 1 City Street

\*City: Friendship \*State: ME

\*Postal / Zip Code: 11111

\*Phone: 333333333

\*Email: johndoe@gmail.com  
Please validate the email address and confirm that user is not duplicated.

Sponsor Circle Group Member #3

\*First Name: Janet \*Last Name: Doe

\*Street Address: 2 City Street

\*City: Friendship \*State: ME

\*Postal / Zip Code: 11111

\*Phone: 444444444

\*Email: janetdoe@gmail.com  
Please validate the email address and confirm that user is not duplicated.

Sponsor Circle Group Member #4

### Adding additional members

After you have entered the minimum required five members, you may continue to add more core members by clicking on the “Yes” to the inquiry, which will open a box to fill in with the member’s info. You may do this for up to 10 members:

\*Email: johndoe@gmail.com

Additional Sponsor Circle Members  
 Yes  
 No

Sponsor Circle Group Member #6

\*First Name: \*Last Name:

\*Street Address:

\*City: \*State: --None--

\*Postal / Zip Code:

\*Phone: (000) 000-0000

\*Email:

Additional Sponsor Circle members  
 Yes  
 No

Confirmation that each sponsor circle member is 18 years of age or older  
 Confirmation that each sponsor circle member lives in the same or nearby community  
 Confirmation that each sponsor circle member has completed the mandatory background check  
 Confirmation that your sponsor group will provide a minimum of six months of support to Ukrainian newcomers connecting to services, benefits, resources as outlined in the Welcome Plan

\*Community Sponsorship Hub (CSH) - accredited umbrella organization (if applicable)  
 EMIM - Episcopal Migration Ministries  
 HIAS - Hebrew Immigrant Aid Society  
 Home for Refugees USA  
 ...



## Completing the addition of members

Once you have entered the final member, select “No” to the inquiry. This will allow you to move forward with the application.

Yes  
 No

Confirmation that each sponsor circle member is 18 years of age or older  
 Confirmation that each sponsor circle member lives in the same or nearby community  
 Confirmation that each sponsor circle member has completed the mandatory background check  
 Confirmation that your sponsor group will provide a minimum of six months of support to Ukrainian newcomers connecting to services, benefits, resources as outlined in the Welcome Plan

**\*Community Sponsorship Hub (CSH) - accredited umbrella organization (if applicable)**  
 EMM - Episcopal Migration Ministries  
 HIAS - Hebrew Immigrant Aid Society  
 Home for Refugees USA  
 IRC - International Rescue Committee  
 IRIS - Integrated Refugee & Immigrant Services  
 REACT DC  
 USCOB - United States Conference of Catholic Bishops Welcome Circles  
 None/Don't know

**\*How did you hear about the Sponsor Circle Program?**  
 Media  
 Social Media  
 Through a friend, colleague, or community member  
 Through a non-profit or social service agency  
 Google/Search Engine  
 Welcome US  
 Other (please describe)

## Adding a specific Newcomer

Continue to answer questions as asked, and you will come to a section asking for “Newcomer Information.” This is where you can add the name of a newcomer with whom you would like to be matched, or not, depending on your situation. If you know the newcomer already, select “Yes” to the inquiry and you will see the following- fill out as much as you are able:

**Newcomer Information**

\* Is there a particular newcomer currently in the United States or likely to arrive in the next three months with whom you would like to be matched?

Yes  
 No

\* Please write the family size your group wants to be matched with

First Name       Last Name   
 Date of Birth       Cell Phone   
 Home Phone       Email

Has the newcomer already arrived in the U.S.?

When did they arrive?

Location / Street

City       State

Postal / Zip Code



## No specific newcomer and adding an associated Sponsor Circle if relevant

If there is no newcomer with whom you would like to be matched, select “No” and fill in the size of the family your group is prepared to welcome. Also, if your application is associated with another Sponsor Circle application, you would select “Yes” and supply the information as relevant or if not, simply select “No” and move forward:

**Newcomer Information**

\* Is there a particular newcomer currently in the United States or likely to arrive in the next three months with whom you would like to be matched?

Yes  
 No

\* Please write the family size your group wants to be matched with:

5

Please write additional information about family size

\_\_\_\_\_

Is this Application you are submitting associated with any other Sponsor Circle Application?

Yes  
 No

If yes, please provide the following information:

Associated Sponsor Circle Name

\_\_\_\_\_

Associated Application newcomer HBA(s) if applicable

\_\_\_\_\_

Describe association between applications

\_\_\_\_\_

## Uploading files

Once you have completed the above sections, it is time to upload the required files. You can upload them from your computer or drag and drop them into the correct section. Once the file is uploaded, simply select the red “Done” button and continue.

No

\* Please write the family size your group wants to be matched with:

5

Please write additional information about family size

\_\_\_\_\_

Is this Application you are submitting associated with any other Sponsor Circle Application?

Yes  
 No

\* At least one sponsor circle member must complete the training and required knowledge check at [www.sponsorcircles.talentms.com/catalog](http://www.sponsorcircles.talentms.com/catalog). Please upload the certificate of completion here

Or drop files

Use This Sample.docx

Or drop files

Each sponsor circle must complete the Welcome Plan Sponsor Circle in the document title.

Or drop files

1 of 1 file uploaded

Use This Sample.docx  
10 KB

\* Each Sponsor Circle member is required to sign a Sponsor Circle Code of Conduct Agreement (link above). If possible, please merge each individually signed agreement and upload the document here

Or drop files

Please verify that you are human

I am human



## Completing hCaptcha

Finally, when all the files are uploaded, you will come to the hCaptcha- the section that asks you to verify that you are human. Check this box:

Each sponsor circle must complete the Welcome Plan (link above) sharing how you will support the newcomers you intend to welcome. Please upload that Welcome Plan here. If possible, please include the name of your Sponsor Circle in the document title.

[Upload Files](#) Or drop files

Use This Sample.docx X

\* Each Sponsor Circle member is required to sign a Sponsor Circle Code of Conduct Agreement (link above). If possible, please merge each individually signed agreement and upload the document here.

[Upload Files](#) Or drop files

Use This Sample.docx X

Please verify that you are human

I am human

[Previous](#) [Submit](#)

Sponsor Circles

[APPLY NOW](#)

[About](#) [Resources](#)

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## Expanding hCaptcha examples

In selecting that box, a larger box will open and ask you to click on all the boxes containing a certain description. In the example, the image required would contain a hedgehog surrounded by flowers. If you select the “+” sign, you will see examples of what this means. We recommend you select the + sign. The added visual examples are helpful:

I am human

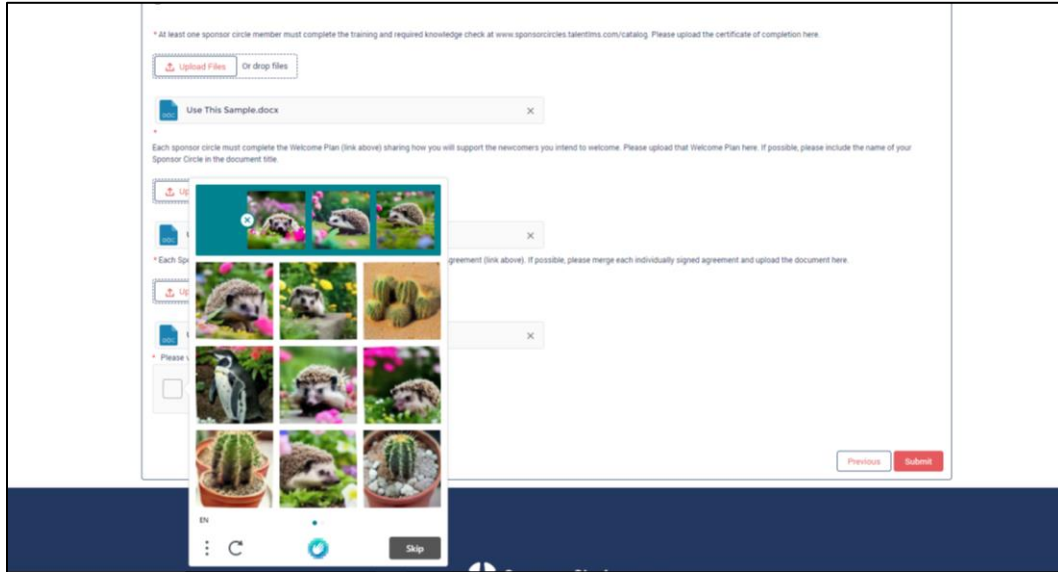
Please click each image containing a hedgehog surrounded by flowers. If there are None, click Skip

[Previous](#) [Submit](#)

[Skip](#)

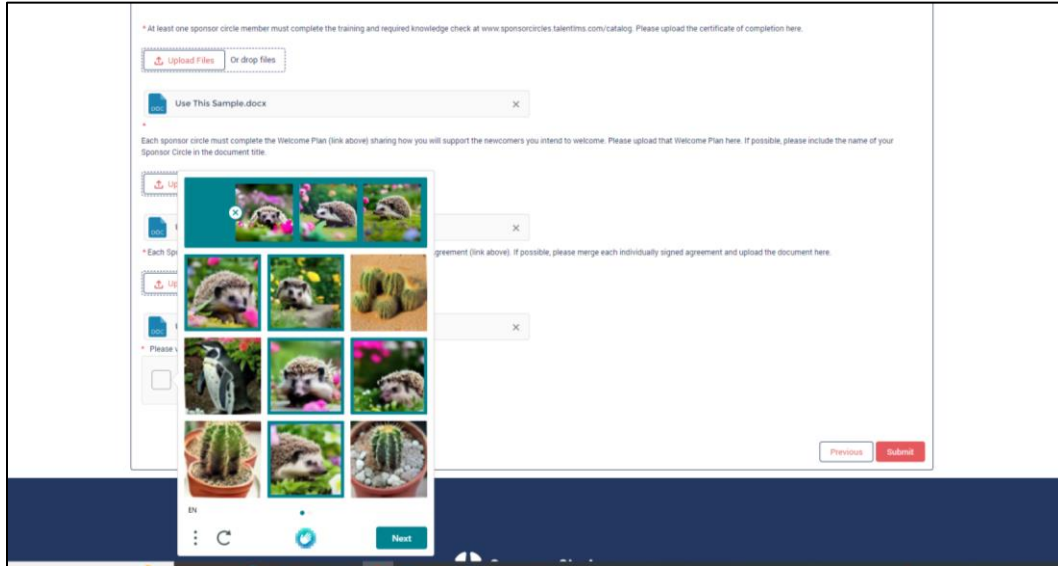


Here is a visual of the examples:



### Example of hCaptcha with correct options selected

See the correct options selected:







## Submitting the application

You will know the correct options are selected when you see the message “I am human.” Then simply select the red “Submit” button:

The screenshot shows a web form with two file upload sections. Each section has an 'Upload Files' button and a text input field containing 'Use This Sample.docx'. Below the second upload section, there is a CAPTCHA verification step with the text 'Please verify that you are human' and a green checkmark next to 'I am human'. At the bottom right of the form, there are two buttons: 'Previous' and 'Submit'.

## Successful submission of application

If the application submits successfully, you will see the following message on your screen:

The screenshot shows a confirmation page with the following content:

- Sponsor Circles** logo and navigation links: Home, Resources, Media, Next Steps.
- Thank you for your interest in welcoming a new neighbor through the Sponsor Circle Program!**
- Ready to apply?** Complete the form below and ensure all [next steps](#) have been completed.
- Please be certain you have all the required materials before beginning. If you receive an error message when submitting, please review to make sure you have completed all required application fields. If you are still having issues submitting, please email [applications@sponsorcircles.org](mailto:applications@sponsorcircles.org).*
- Sponsor Circle Application**
  - Hi Jane from Sponsor Circle Name.
  - Thank you for your interest in becoming a certified sponsor circle! Your application will be reviewed, and a decision shared with you as soon as possible. As you wait to hear from us, we encourage you to continue to prepare for the arrival of your new neighbor. Once you are approved, we will begin working to match your sponsor circle with a newcomer!
  - Again, thank you for your willingness to welcome!
  - The Sponsor Circles Team
- Sponsor Circles** logo and **APPLY NOW** button.
- Footer: [About](#) [Resources](#)



## Errors in application submission

If there is an error in the application, you will not see the above message. In this case, look over the application and correct any mistakes. They will be outlined in red. For example:

janetdoe@gmail.com  
Please validate the email address and confirm that user is not duplicated.

Sponsor Circle Group Member #4

\* First Name: Jonathan      \* Last Name: Doe

\* Street Address: 2 City Street

\* City: Friendship      \* State: ME

\* Postal / Zip Code: 11111

\* Phone: 0000 000-0000  
A value is required.

\* Email: johnathandoe@gmail.com

Sponsor Circle Group Member #5

\* First Name: Jonah      \* Last Name: Doe

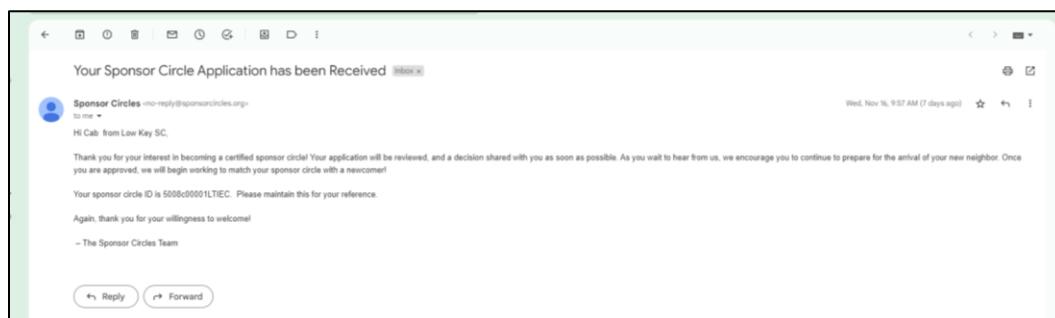
\* Street Address: 3 City Street

\* City:      \* State:

Once the mistakes are corrected, you will go through the hCaptcha process once more then click submit.

## No reply email for correct submission

You will receive the following email from no-reply@sponsorcircles.org. If you do not receive an email confirming submission of your application, search your spam filter:



If you have followed the steps outlined above and are still encountering difficulty in submitting your application, please contact Sponsor Circles at [applications@sponsorcircles.org](mailto:applications@sponsorcircles.org).