

KNOWLEDGE-SHARING DOCUMENT

Volume 4

Sponsorship Agreement Holders Working with Constituent Groups and Co-sponsors

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The Refugee Sponsorship Training Program (RSTP) provides training and information to refugee sponsors in Canada.

The RSTP would like to thank the many Sponsorship Agreement Holder (SAH) representatives and the Constituent Group (CG) representative for being so giving of their time and providing valuable information for this report.

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Acronym List

AURA – Anglican United Refugee Alliance

CG – Constituent Group

CIC – Citizenship and Immigration Canada

CPO-W – Centralized Processing Office in Winnipeg

MCC - Mennonite Central Committee Canada

RSTP – Refugee Sponsorship Training Program

PSR - Privately Sponsored Refugee/Private Sponsorship of Refugees Program

SAH – Sponsorship Agreement Holder



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PREFACE

Many of Canada's Sponsorship Agreement Holders (SAHs) work closely with Constituent Groups (CGs) and co-sponsors to resettle refugees. Although SAHs are authorized to work with CGs and co-sponsors, the working relationships that SAHs have established with their CGs and co-sponsors are not well known. In fact, the Refugee Sponsorship Training Program (RSTP) has received several questions about how SAHs work with CGs and co-sponsors, both from new SAHs, and SAHs that have had several years of experience. Learning about how various SAHs work with CGs and co-sponsors may help newer SAHs to model their practices based on what has worked well for others. Organizations that have been SAHs for many years may also be interested in utilizing some of the practices or documents that other SAHs have created, by adapting them to their specific context.

In this knowledge-sharing document, the RSTP has taken a snapshot of how some SAHs work with CGs and co-sponsors.

We have focused on five key areas:

- 1) how SAHs **find and authorize** CGs and co-sponsors;
- 2) who completes the **application forms**;
- 3) the **financial arrangements** made between SAHs, CGs and co-sponsors;
- 4) the roles and responsibilities of each party in relation to the **settlement support** offered to the newcomers;
- 5) some **successes and challenges** of working with CGs and co-sponsors.

We have also created an **Appendix** which contains several documents that have been created by SAHs to assist in the refugee sponsorship process, such as Memorandums of Understanding (MoUs) and refugee sponsorship request forms.

We hope that by sharing this knowledge, SAHs can learn from each other and assist each other throughout the process of refugee resettlement.

What is a Sponsorship Agreement Holder (SAH)?

According to the *Sponsorship Agreement* between SAHs and Citizenship and Immigration Canada (CIC), a SAH is “a Corporation incorporated under the laws of Canada or any province thereof, that signs a Sponsorship Agreement with the Minister of Citizenship and Immigration Canada”(page 7).

What is a Constituent Group (CG)?

The *Sponsorship Agreement* between SAHs and CIC indicates that a CG is “a group authorized in writing by the SAH to act on its behalf in sponsoring refugees” (page 3).

What is a co-sponsor?

The *Sponsorship Agreement* states that a co-sponsor is “an individual or organization that partners with a SAH to share responsibility for an undertaking” (page 3). Often, co-sponsors are relatives or friends of refugees who sponsor on a case-by-case basis.

METHODOLOGY

In order to obtain information for this report, the RSTP emailed the SAH internal email list requesting to interview SAHs about their experience working with CGs and co-sponsors. In total, the RSTP conducted 16 interviews; 12 interviews were conducted over the telephone or internet-based conferencing tools, and 4 participants responded to the RSTP's questions in writing. One of the 16 participants was the representative of a Constituent Group. The remaining 15 participants were SAH representatives from a variety of organizations, including faith-based organizations, settlement agencies, a community organization, and a non-profit international development organization.

The participants that offered to be interviewed were based in the following provinces: Alberta, British Columbia, Manitoba, Ontario, and Saskatchewan. Some

of the SAH representatives interviewed hold sponsorship agreements that are national in scope, while others are regional or local.

The SAHs interviewed range from new SAHs to SAHs that have existed for over 35 years. The size of the SAHs interviewed also varied greatly, from small SAHs without any CGs to large SAHs with hundreds of CGs.

All 16 participants in this research project were given the option of being named in this report, or participating anonymously. The SAH representatives that chose to be anonymous are not named in this report, and identifiable information was removed to the best of the ability of the RSTP.

The interview questions that the RSTP staff member asked the SAH representatives and the CG representative are attached in the Appendix (Appendix, pages 2-3).



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FINDING AND AUTHORIZING CGS AND CO-SPONSORS

A) INTRODUCTION

Out of the 16 interviews conducted with SAH representatives and the CG representative, 11 participants indicated that the SAH does not sponsor refugees without CGs. Some of these participants indicated that their CGs often work with co-sponsors (which are mostly family-linked cases), and others indicated that their CGs prefer to sponsor Blended Visa Office Referred (BVOR) or Joint Assistance Sponsorship (JAS) cases. Out of the remaining five SAHs:

- two almost always sponsor refugees through CGs, but occasionally sponsor refugees without CGs;
- one sponsors refugees both directly as a SAH and through CGs;
- two do not work with CGs at all, and only sponsor through co-sponsors.

The Sponsorship Agreement states that: “The SAH may select and authorise a CG and/or a co-sponsor in the expected community of settlement, by signing the sponsorship undertaking form, to enter into a sponsorship undertaking together with CIC. All parties that sign this Agreement are jointly liable to fulfill the sponsorship obligations under the terms of this Agreement” (page 8-9).

CIC’s Guide to Sponsorship indicates that “A SAH, a CG or a [Community Sponsor] has the option of formalizing a partnership with an outside party to share in the delivery of settlement assistance and support. Partnerships may be formed with individuals (e.g., a family member of the sponsored refugee living in Canada) or other organizations. The partner—cosponsor—is expected to sign the sponsorship undertaking and discharge the responsibilities that were agreed to in the settlement plan.”

Several participants stated that the partners that they or their CGs work with do not sign the CIC application forms. One SAH representative indicated that co-sponsors are not named on the forms because the SAH requires that the CGs take on the full liability of the sponsorship. Another SAH expressed the belief that co-sponsorship does not carry any legal weight. Some of the participants referred to co-sponsors as “family-linked cases” instead of “co-sponsors” because they did not officially sign the CIC application forms. However, for the purpose of this report, I will continue to use the term “co-sponsor” in all instances in which the SAH or CG shared the responsibility with a partner, regardless of whether or not the partners have signed the application forms.

B) FINDING CGS AND CO-SPONSORS

Some SAHs actively seek CGs, while others already have possible CGs available to them. Several SAH representatives indicated that their CGs are churches within their jurisdiction. Some of these SAH representatives actively promote the Private Sponsorship of Refugees (PSR) program to these churches. Such promotion includes: posting information on websites and social media, direct mailings to churches, making presentations to new pastors as part of their orientation, and presenting to churches about private sponsorship.

The World University Service of Canada (WUSC), a non-profit international development organization, sponsors refugees through CGs which they have named “local committees.” These CGs must always be based at a university or college. CGs are usually university or college student groups, although occasionally they are staff and faculty groups. Most of the groups that approach WUSC have found out about the organization through word of mouth. In some cases, WUSC staff promote their student refugee program by making presentations at academic institutions.

Recruiting CGs and Volunteers: Community Engagement and Outreach

In an effort to expand refugee sponsorship, the SAH East Kootenay Friends of Burma decided to actively recruit people to form CGs. The SAH applied several creative approaches to their outreach, including:

- 1) They applied for a grant that enabled them to make films about refugee sponsorship and travel to different communities with formerly sponsored refugees to present the films together and talk about the Private Sponsorship of Refugees (PSR) program. Through these presentations, the SAH recruited new CGs. For example, in one community, East Kootenay Friends of Burma found a person who was very interested in refugee sponsorship. This community member hosted a dinner club, in which participants took turns cooking and people paid to attend, and the money was given to a charity. The community member decided to gather people to discuss refugee sponsorship, and put up posters throughout the community to promote the event. The SAH representatives aired their film and discussed PSR at the event. After the event, the dinner club decided to focus on sponsoring refugees and became a CG.
- 2) East Kootenay Friends of Burma posted a request for volunteers on a website dedicated to volunteering in British Columbia, and received a response from a group of people who were interested in sponsoring, but who did not live in the same community as the SAH. East Kootenay Friends of Burma authorized the new group as a CG.

SAH representatives from settlement agencies, the community organization, and some faith-based organizations said that often co-sponsors find their SAH through word of mouth or referrals from other organizations. One SAH representative indicated that the SAH has been contacted with several sponsorship requests because of the SAH's presence in the media. Another SAH representative indicated that the SAH receives several sponsorship requests from former refugees who have themselves been sponsored and now would like to co-sponsor applications for their relatives. Some participants also indicated that refugees call them from overseas asking for sponsorship.

All participants indicated that they are often contacted by refugees' relatives in Canada, who ask them to sponsor their relatives overseas. As mentioned earlier, many of the SAHs interviewed only work with CGs, and therefore CGs decide on which refugees to sponsor. As a result, most of these SAHs tell the refugees' relatives in Canada that they must approach a CG and ask the CG to work with them to sponsor their relatives overseas. CGs then decide whether they want to work with these individuals to sponsor their relatives. Some SAH representatives said that often the refugees' relatives cannot find a CG that will agree to work with them. Some of these SAH representatives attempt to help the refugees' relatives to connect with CGs in various ways, including giving them a list of CGs to contact, emailing CGs to tell them that they may receive a request for sponsorship that they may want to consider, and contacting CGs themselves to ask them to work with a refugee's relative. The Anglican United Refugee Alliance (AURA) representatives indicated that they do not tell refugees' relatives to contact their CGs, but

rather the SAH does the matching whenever possible. Some SAH representatives said that sometimes CGs initiate sponsorship by approaching SAHs to ask them if it would be possible to sponsor refugees that have been brought to their attention, although that in most cases, the SAH must approach the CG to ask them if they would be willing to take on a family-linked case.

Creating an Intake System

The Roman Catholic Diocese of Calgary SAH representative found a way to manage the overwhelming quantity of requests for sponsorship that the SAH was receiving. The SAH has a variety of CGs, including churches that serve specific ethnic communities. The SAH representative trained some volunteers of a few of these churches about how to pre-screen a case, including how to ask questions to establish the eligibility of refugees and sponsors. Now, when the SAH representative receives requests for refugee sponsorship over the telephone from specific communities, she refers the callers to the CGs. The trained volunteers at the CGs collect and record the information pertinent to eligibility. Periodically, the SAH, the trained volunteers, and others in the CG meet to discuss which cases to approve. Some of the CGs have become so experienced, that the SAH representative invited the RSTP to conduct a training session on how to become a SAH. One CG has submitted an application to become a SAH, and the SAH representative hopes that more CGs will eventually do the same.

C) SAH CRITERIA FOR CGS AND CO-SPONSORS

Many SAHs have created criteria that CGs and co-sponsors must meet in order to work with them. Some faith-based SAHs require that their CGs are churches that belong to the same denomination as the SAH. One SAH representative indicated that if the church is not the same denomination as the SAH, then they must be paired with a church of the same denomination as the SAH to become a CG. This same SAH representative indicated that co-sponsors do not need to be connected to a church. Another SAH representative said that although their CGs do not have to be the same denomination, the CG must be a church of some kind, because churches have a structure and meeting minutes, so even if volunteers change over time, the churches know that they still have to follow through on their sponsorship commitment. Some SAH representatives indicated that although they are faith-based organizations, their CGs do not have to be faith-based.

One SAH representative indicated that a CG must be an institution, such as a community or religious organization, or another established organization. When this SAH receives calls from people who want to sponsor their relatives, the SAH representative tells the caller that he or she must find an institution that is willing to sign on as a CG with the co-sponsor. Ideally, the co-sponsor and the institution will already have a relationship, but this is not a requirement.

A few SAH representatives indicated that they require specific documentation from CGs before the CGs can sponsor refugees.

For some SAHs this documentation consists of an extended Settlement Plan or a budget. One SAH requires a letter of moral commitment written and signed by the priest and warden of the sponsoring church which confirms the church's commitment to the sponsorship. Many SAHs do not ask for any documentation.

Numerous SAH representatives said that CGs must demonstrate that they understand that they are responsible for providing the financial and settlement support for the sponsored refugees. Several SAH representatives indicated that this understanding is made clear through thorough and extensive communication with the CG, either in person, or over the telephone or email. Two SAHs require a meeting with the CG to assess their capacity to sponsor refugees. The Roman Catholic Diocese of Calgary SAH representative indicated that the SAH asks for proof of financial capacity if the CG is not a Catholic church. The SAH representative that requires that a CG is an institution of any kind also requires that this institution provide financial statements to prove that they have the financial capacity to resettle refugees. One SAH indicated that although it is not a requirement, churches usually volunteer to send the SAH minutes of their meetings which provide information about the church's finances. Some SAHs have discussions with the volunteers that will be providing settlement support to ensure that they actually have the time to complete the settlement tasks they are responsible for.

The AURA representatives that participated in the interview indicated that AURA's criteria for CGs includes:

- inviting AURA to speak at their church;
- providing a list of each person that will be a part of the sponsorship group and their contact information;
- ensuring that each person that will be providing settlement support to the refugees undergoes a police check;
- attending training that is provided by AURA;
- providing documentation of an agreement to sponsor, such as a motion from a board or written acceptance from a signing authority.

AURA also requires that the signatory to the application forms has a conversation with AURA's Executive Director at the point of submission, to ensure that the signatory fully understands what they are signing. The AURA representatives indicated that a CG must meet all of the criteria above each time they sponsor a refugee.

The Anglican Diocese of Ottawa SAH has a refugee working group, and requires the representation of every active CG on this working group. Similarly, East Kootenay Friends of Burma requires that one member of each CG becomes a member of their board.

Four of the SAH representatives interviewed said that a CG must consist of a minimum number of people: one SAH requires a CG to have a minimum of three people, another SAH requires a minimum of four people in

each CG, while the other two require a minimum of five.

WUSC requires CGs to be based in a university or college, and have a sustainability plan in place. Since WUSC works with students who usually graduate every two to four years, the SAH ensures that the student group establishes a transition plan, such as a recruitment plan, before becoming a CG. WUSC also requires that their CGs hold at least one event per academic year in order to maintain their active status as a CG.

A few SAH representatives indicated that when a relative of a refugee calls them to request a sponsorship, the relative must fill out a refugee sponsorship request form. These forms were created as a time-saving tool, as the volume of calls that SAHs receive from refugees' relatives are very high. The refugee sponsorship request forms, available either online or on paper, are used to pre-screen both the refugees and the refugees' relatives in Canada. Please see pages 4 to 19 of the Appendix for examples of sponsorship request forms.

The Roman Catholic Diocese of Calgary representative indicated that she creates a one-paged profile of the co-sponsor, which includes the co-sponsor's photo identification, contact information, employment information, a second contact person, relation to the refugee, and a list of refugees they are going to sponsor.

One SAH representative requires any relative of a refugee who wants to sponsor under their agreement to attend an information session about how to sponsor refugees. Information sessions are held regularly and explain the

process the refugees' relatives must follow in order to work with the SAH, as well as general sponsorship information including CIC requirements and SAH and co-sponsor roles and responsibilities.

The extent to which SAHs verify the financial resources of co-sponsors vary. Some SAHs require co-sponsors to provide the money that is needed to settle the refugees before the application forms are sent to CIC. One SAH representative stated that the SAH requests proof of finances from the co-sponsor, while a few other SAHs indicated that they do not request any financial proof that the co-sponsor can afford the sponsorship. For more information on the financial arrangements made between SAHs and their CGs and co-sponsors, please refer to the section of this report entitled "Financial Arrangements."

Four participants indicated that a co-sponsor must have a job. One of them said that the SAH would accept co-sponsors even if their salary is very low, but if they have no job at all, the SAH would not accept them as co-sponsors due to concern about their capacity to help settle refugees.



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Some interviewed SAH representatives also mentioned other criteria that a person must meet before becoming a co-sponsor, including:

- be a Canadian citizen or Permanent Resident;
- not be in default of previous sponsorships;
- not have a criminal record;
- complete an expanded Settlement Plan;
- live in the community of resettlement;
- take RSTP's online training course (recommended by SAH, but not mandatory).

On occasion, some SAHs also require co-sponsors to meet further criteria, which is determined on a case-by-case basis.

Out of the 15 SAHs and one CG interviewed, six representatives indicated that they require the signing of Memorandums of Understanding or other agreements, either with their CGs, with their co-sponsors, or between CGs and co-sponsors. For examples of some MoUs and other agreements, please pages 21-27 of the Appendix.

APPLICATION FORM PROCESS

A) PROCESS OF COMPLETING THE SPONSORS' SET OF APPLICATION FORMS

Five SAH representatives indicated that the SAH fills out the sponsors' application forms (IMM5437 and IMM5373). The majority of the remaining participants indicated that CGs are responsible for completing sponsors' application forms, sometimes with the help of co-sponsors. One SAH gives co-sponsors a "pre-filled" template of the application forms, in which the sections that the SAH must fill out have already been completed, and the co-sponsors simply have to fill out the rest.

One SAH representative said that the SAH requires the CG and co-sponsor to complete the Settlement Plan (IMM5540) together to ensure that everyone is informed of who is responsible for each task. The Canadian Baptists of Western Canada SAH representative indicated that when CGs fill out the sponsors' application forms, they often learn the process and become better advocates.

All SAHs indicated that they are involved in the process of filling out the sponsors' forms to some degree, including by filling out the forms with the CG and/or co-sponsor, reviewing the forms, or redoing the forms.

Adding a Cover Letter

Some SAH representatives and the CG representative indicated that sometimes they add a cover letter to the application package, which explains discrepancies or provides further information that may be useful. The representative of Hospitality House indicated that it is very important to make the application as strong as possible upon submission. He always submits a synopsis of the refugee story along with each application, because he believes that it is useful to tell the refugee's story in a coherent and sequential way. Sometimes, the representative of Hospitality House also adds country condition research to strengthen a case, especially in cases in which the country condition information may not be well known to the visa officer.

B) PROCESS OF COMPLETING THE REFUGEES' SET OF APPLICATION FORMS

Many SAH representatives indicated that although at times refugees are able to fill out their application forms by themselves, usually they require assistance. Most of the participants interviewed indicated that either the co-sponsor or the CG assist the refugees to fill out their application forms (Appendix A, IMM0008, IMM0008DEP, IMM5669, IMM0008SCHEDULE2). Often, since the co-sponsors know the refugees, they ask the refugees questions over the telephone and enter this information into the application forms.

Six SAH representatives indicated that sometimes a third party assists refugees to fill out their application forms. SAH representatives explained that assistance in printing and/or filling out forms is provided by their overseas partners, or other individuals that the SAH knows in the country of asylum, such as international workers. Two SAH representatives said that refugees receive a great deal of assistance in filling out application forms from an organization in Israel. Please see the box below for more information.

Do you sponsor refugees out of Israel?

The African Refugee Development Centre (ARDC) is “a grassroots, community-based, non-profit organization that was founded in 2004 by African asylum seekers and Israeli citizens, in order to assist, protect and empower African refugees and asylum seekers in Israel.”¹ In an email to the RSTP, the ARDC indicated that their Relocation Project “works specifically to assist asylum-seekers who have opportunities to relocate outside of Israel, including SAH sponsorship to Canada. We have a team of international volunteers who have been trained especially on SAH application forms, and assist those whose sponsorship is confirmed.” Also in an email to the RSTP, the ARDC’s Relocation Project Coordinator stated that **SAHs are welcome to contact the ARDC if they are sponsoring refugees from Israel and want the ARDC to assist the refugees with their forms.** According to the SAH representative of the Roman Catholic Diocese of Calgary, the ARDC’s assistance with the refugees’ application forms has been very helpful, as “they do a very good job” completing the forms. For more information about the ARDC, please visit their website at: www.ardc-israel.org.

The SAH representatives interviewed reported various ways that they support CGs and co-sponsors in the process of assisting refugees to fill out their forms, including: face-to-face meetings to work on the forms together, phone calls, emails, sending RSTP resources, requesting RSTP training, re-doing application forms, and reviewing several drafts of application forms. Some SAHs have created groups within the SAH that assist CGs and co-sponsors with application forms. The Canadian Baptists of Western Canada SAH representative indicated that the SAH is starting to build connections with SAHs in other communities, and hopes that SAHs can help each other by working collaboratively. One example of this could be providing assistance in completing forms to another SAH’s CG if the SAH representative is not based in that community. The AURA representatives indicated that the SAH asks the co-sponsor to enter the questions from the application forms in a Microsoft Word document that the SAH created. AURA representatives then review the information and request more information or clarification if needed. AURA staff then enter the relevant information from the Word document into the CIC application forms.

Almost all of the SAHs interviewed indicated that the SAH reviews the application forms and sends the application forms to the Centralized Processing Office in Winnipeg (CPO-W). The Hospitality House representative indicated that the CG reviews and submits the forms to the CPO-W, and WUSC also indicated that CGs mail the forms to the CPO-W directly.

FINANCIAL ARRANGEMENTS

A) WHO PROVIDES THE FINANCIAL SUPPORT?

The responses from the SAH representatives and the CG regarding whether the SAH, CG, or co-sponsor are responsible for providing one year of financial support to the refugees varied greatly. The two SAHs that work directly with co-sponsors without any CGs stated that the co-sponsors are fully responsible for providing the financial support. Other SAH representatives said that sometimes the financial responsibility is taken by the CG, sometimes the co-sponsor, and sometimes both the CG and co-sponsor together. Many SAH representatives that work through CGs said that if the CG is working with a co-sponsor, the decision of who provides financial support is made between the CG and co-sponsor with SAH oversight. Two SAH representatives said that often the co-sponsor provides the financial support, but the CG helps by providing in-kind donations.

The WUSC representative indicated that the CG is solely responsible for providing the financial support for the sponsored refugee. Fortunately, because WUSC is a network of universities and colleges and has very strong partnerships with these institutions, often universities and colleges offer in-kind support, such as tuition fees, accommodations and meal plans. Also, in many academic institutions, student levies are designated for the student refugee program. CGs fundraise the remaining funds required for the sponsorship.

Helping Refugees by Contributing More

WUSC provides CGs with a list of costs that are mandatory, recommended and optional. Although WUSC only requires that CGs financially support the sponsored student for one year, some CGs provide two years of financial support and also choose to pay for the refugee's travel loan.

AURA is planning on implementing a new policy that requires CGs to pay for the refugees' travel loan. AURA also hopes to implement another policy that requires CGs to give the refugees a functioning and up-to-date computer and access to the internet. AURA currently requires that CGs provide refugees with at least one mode of communication, such as a mobile phone or a landline, and the sponsors have to teach the refugees how to use it and how much it costs.

One of the SAH representatives that was interviewed said that the SAH encourages CGs to have co-sponsors contribute to the sponsorship in order to ensure that the co-sponsor feels that they are equal partners in the sponsorship. The SAH representative hopes that this will eliminate any paternalism between the CG and the co-sponsor. The AURA representatives indicated that they encourage the CGs to provide the financial

support, as it is important that churches are fully involved in the sponsorship. The Mennonite Central Committee (MCC) Canada SAH representative tells CGs not to rely on financial support from the co-sponsor,

because even though refugees' relatives will almost certainly help, the CG is the one signing the agreement and should be prepared to carry the full load of the sponsorship.

The Canadian Baptists of Western Canada SAH representative suggested that SAHs brainstorm various creative ways of fundraising, such as considering the possibility of crowd-funding for CGs to obtain seed money to help them with their fundraising efforts.

B) FINANCIAL ARRANGMENTS BETWEEN SAHS, CGS AND CO-SPONSORS

The financial arrangements made between SAHs, CGs and co-sponsors varied, as some SAHs asked for deposits, trust funds, and/or proof of financial statements from CGs and/or co-sponsors, some SAHs let CGs decide how to arrange financial agreements with co-sponsors, and others did not make any financial agreements with CGs or co-sponsors.

Although some faith-based SAHs did not require any deposits or proof of financial statements from their CGs, which are churches, one faith-based SAH representative indicated that the SAH requires CGs to establish a trust fund as soon as the application forms are submitted to CIC. The trust fund does not have to have any money in it at the time the application forms are submitted, but it has to be established, and the full amount of money that is required is expected to be deposited by the time the refugee arrives. If there is a co-sponsor that is providing financial support, the CG is responsible for following up with the co-sponsor. The SAH regularly monitors these accounts and follows up with CGs. The SAH representative indicated that usually the SAH is not concerned, as the churches often contribute church offerings to the sponsorship.

Several SAHs require co-sponsors to deposit money into the SAH's trust account before the application forms are submitted to CIC, while one SAH requests that the CG asks the co-sponsor for the deposit when the Centralized Processing Office in Winnipeg (CPO-W) sends the application to the visa office. The SAH representative of the Ethiopian Association in the Greater Toronto Area and Surrounding Regions indicated that both the SAH and co-sponsors have receipts of the deposit, and they sign a document outlining the details of the transaction and agreement.

Four SAH representatives indicated that the money that the co-sponsors deposit into the SAH's trust account is held until the sponsored refugees have been in Canada for one year. Two of these SAHs require that the co-sponsors deposit the full amount required for the sponsorship, one SAH asks for either the full amount or monthly instalments, and one SAH requires

two months of the settlement costs. Two of these SAHs return the money to the co-sponsors during the sponsorship period if there is an emergency, although one of the SAHs said that the money can only be returned in instalments, not all at once.

In the situations in which the co-sponsor must deposit money into the SAH's bank account, SAH representatives said that if the refugees do not arrive, all of the money that was deposited would be returned to the co-sponsor. One SAH representative added that the money is returned to the co-sponsor with interest. According to the Sponsorship Agreement, *"in the event that the refugee is not accepted for resettlement in Canada, funds held in trust for the sponsorship of that refugee, including all accumulated interest, must be returned to the donor"* (page 19).

The Sponsorship Agreement provides the following information about trust accounts:

"A SAH or its CG or Co-sponsor may establish a trust fund to which a donor can be an individual, a group or an organization but not include the refugee(s). The individual rights and obligations of the sponsor, trustee and donor are set out in three different sources: Provincial law, Common Law Principles with respect to the law of trusts and the Trust Deed, which is drafted by the donor to establish the terms of the trust..."

It is the responsibility of the sponsor to ensure that the terms of the trust fund, including the respective rights and obligations, conform to the laws of the Province in which the deed is registered.

The Trust Deed must clearly outline the terms of the trust fund which include the identity of the beneficiary, when and how funds will be disbursed and the outcome of the funds should the beneficiary not arrive in Canada. The deed should also stipulate whether the trust fund is for a specific refugee or whether it is a general charitable trust fund for the sponsorship of any and all refugees....(page 19)

Three SAH representatives indicated that they do not require any deposits, trust funds, or proof of financial statements from CGs and co-sponsors, as they take a trust-based approach to refugee sponsorship, and have never encountered any problems. According to the CG representative of Hospitality House, "we're not running a business, we're doing humanitarian work, and sometimes the greatest need for rescuing somebody is accompanied by someone here that doesn't have very much money, so I think you have to temper caution with compassion." The Anglican Diocese of Ottawa SAH representative indicated that it is important to meet with co-sponsors and get to know them to develop trust. He added that at times the SAH asks to look at the co-sponsors house if the refugees are going to live with them, and sometimes he asks the co-sponsors where they work.

A SAH representative indicated that the SAH requires that co-sponsors pay the SAH an administration fee of \$100. The Sponsorship Agreement states that *"the SAH may recover a one-time maximum payment of \$100 per application from the CG and Co-sponsor for direct administrative costs incurred in support of the application. Direct administrative costs include*

staff, rent, telephone, facsimile, postage, courier and photocopying. SAHs must maintain for one year a record of all fees collected, including receipts that verify related expenditures” (page 18-19).

As a reminder to SAHs, the Sponsorship Agreement indicates that “SAHs and CGs and Co-sponsors acting on behalf of SAHs will not accept the payment of funds for the submission of a sponsorship from the [Privately Sponsored Refugee] either before or after their arrival in Canada. However, any relatives in Canada or abroad may contribute funds to the resettlement...

Privately sponsored refugees have no legal obligation, and cannot be made to enter into a legal obligation, to prepay or repay their sponsors for lodging, care and settlement assistance. Any sponsor who attempts to secure or does accept such prepayment or repayment will be considered by CIC to be in contravention of this Agreement...

Privately sponsored refugees with financial resources must contribute to their own basic financial support. When the refugees have financial resources, they will retain the right to manage their own finances. SAHS will not require the refugee(s) to submit their funds for management by others” (page 18).

C) SPONSONSHIP AMOUNT

Many SAHs use the CIC Cost Table as a guideline of how much money CGs and co-sponsors must provide. Two SAHs adjust the CIC cost-table figures based on the actual living expenses in the region that the CG and/or co-sponsors are living. According to the Sponsorship Agreement, “[v]arying amounts of funds to meet the basic costs of living are needed in different areas of Canada. The level of support which sponsors are expected to provide to the PSR(s) is expected to be at least that of the prevailing rates for provincial/municipal or social assistance in the expected community of settlement. The total sponsorship costs may be reduced through the donation of “in-kind” goods, which may include accommodation, furniture and clothing. Where practicable, the PSR should have the responsibility to manage his or her own financial affairs” (page 18).

Although some SAHs consider in-kind deductions in the calculation of how much money CGs and co-sponsors must contribute, other SAHs do not deduct the cost of in-kind deductions from the amount that co-sponsors must deposit into their bank accounts.

One SAH representative explained that when co-sponsors contribute money, it is divided over the number of months of the average processing time. For example, in order to sponsor a family of six out of Nairobi, if the average processing time is listed as 60 months, the co-sponsor would be asked to contribute at least \$550 per month into the CG's bank account until the refugees arrive in Canada (up to a total of \$32,500 as listed in the CIC Cost Table). Other SAHs created their own calculations. For example, one SAH asks co-sponsors to contribute \$6,000 for one refugee, \$10,000 for two refugees, \$12,000 for three refugees, \$14,500 for four refugees, and \$20,000 for five refugees. Another SAH asks co-sponsors for a security deposit of \$9,000 for one refugee, and \$16,000 for two refugees. This SAH has adopted a mechanism to encourage people to sponsor single parents with dependent children, by charging only \$11,000 for a single parent with one dependent, rather than the \$16,000 that is usually charged for two refugees.

D) FINANCIAL CONTINGENCY PLANS

According to the Sponsorship Agreement, "[t]he SAH and any CGs or Co-sponsors signing an undertaking on its behalf will all be jointly and severally or soli[t]arily liable. Refer to Subsection 152(3) of IRPR. The SAH is responsible for alternative arrangements where the CG or Cosponsor does not assume these responsibilities" (page 19).

Most SAH representatives indicated that, fortunately, they have not yet needed to use a contingency plan. The SAHs that require a security deposit from co-sponsors indicated that this deposit is their contingency plan. Some other SAHs have created a fund dedicated to refugee sponsorship emergencies just in case a CG or co-sponsor does not provide the financial support that they have committed to. One SAH created a fund as a measure to prevent sponsorship breakdowns and to assist sponsoring groups who encounter unanticipated expenses, such as a delay in Resettlement Assistance Program funding for Blended Visa Office Referred refugees, or medical emergencies that are not covered by the Interim Federal Health Program. If a CG requires assistance, they can apply to the SAH to request funds from this account and will have to repay the loan over a timeframe that will be determined on a case-by-case basis. WUSC requires CGs to have an emergency fund of at least \$1,000, and also requires that the newcomer has access to the campus health plan. If the campus health plan does not cover dental care, vision care and prescription drugs, then CGs must either increase the amount of money in the emergency fund or purchase another insurance plan. The WUSC representative indicated that emergency funds also exist at universities, student unions, and at WUSC.

Some SAHs consider their CGs to be a contingency plan, because when a co-sponsor does not provide the required funds, the CG is responsible to do so. If the CG is unable to provide the funds, some SAHs would find another CG to take over the sponsorship. A SAH representative said that when a CG has completed their sponsorship and does not intend to sponsor another refugee in the near future, they offer whatever money has remained to a CG that will require it. Another SAH representative said that there are like-minded groups within faith-based CGs that are often willing to assist with refugee sponsorship. This SAH added that in some cases, the ethnic-communities of

the refugees are also willing to assist with the sponsorship in any way that they can, and may help if the CG or co-sponsor does not fulfill their financial commitment. Ultimately, SAH representatives indicated that if a CG or co-sponsor does not fulfill their financial commitment, the SAH would provide the required financial resources.

City Fund for Refugee Sponsorship Emergencies

In the past, the City of Winnipeg had a fund for emergencies in refugee sponsorship that acted as an insurance plan for sponsorships in Winnipeg. This fund began in 2003 through SAH advocacy, and ended in 2011. Although funding is still available for applications that were submitted under this insurance program, new applications no longer have access to this emergency fund. The Hospitality House representative hopes that this fund will be restored.

E) MEMORANDUMS OF UNDERSTANDING (MoUs)

Seven SAH representatives indicated that their SAH does not sign a Memorandum of Understanding (MoU) outlining any financial arrangements made between the SAH and CGs and/or co-sponsors. One SAH representative explained that the absence of MoUs is because the financial commitment of each party to the sponsorship is clearly outlined in the Settlement Plan that all parties must sign. Six SAH representatives stated that they sign MoUs or other such agreements that outline the financial arrangements made by these parties. Some examples of MoUs outlining financial agreements between SAHs and CGs and/or co-sponsors can be found in pages 21-27 of the Appendix.



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SETTLEMENT SUPPORT

A) WHO PROVIDES THE SETTLEMENT SUPPORT?

Most of the SAH representatives interviewed indicated that the party to the sponsorship that provides settlement support to the newcomers upon arrival varies depending on the agreement made between the sponsoring groups. However, SAH representatives said that settlement support is usually the responsibility of either the CG, the co-sponsor, or both the CG and co-sponsor together. In some cases, the CG and co-sponsor make this decision with the SAH's oversight. One SAH representative said that CGs and co-sponsors must complete the Settlement Plan together to make sure that each party knows and agrees to the division of tasks. This representative added that the SAH prefers to have the refugees involved in the Settlement Plan discussion as well, although usually this is not possible.

The SAHs that work directly with co-sponsors indicated that the co-sponsors are fully responsible for providing settlement support to the newcomers when they arrive. On the other hand, many SAHs that sponsor through CGs prefer that their CGs either provide all or some of the settlement support. The WUSC representative said that CGs are fully responsible for providing settlement support, and added that WUSC offers a variety of training opportunities for their CGs. AURA also provides training to their CGs, and their CGs almost always provide settlement support. According to the MCC

SAH representative, CGs are told that although they will probably receive a lot of help from co-sponsors, they should be prepared to provide back-up support or to take over all of the settlement tasks if required, as anything could happen to the co-sponsor, including unemployment or death. A faith-based SAH representative said that the SAH is trying to encourage CGs to contribute to the settlement process even if there is a co-sponsor, as the process can enrich the life of a parish and can build relationships. The SAH representative of the Anglican Diocese of Ottawa indicated that even if there is a co-sponsor, some CGs still contribute to the settlement support based on a sense of friendship.

SAHs are involved in the settlement process in many ways. When SAHs sponsor without CGs and co-sponsors, they provide the settlement support for the newcomers on their own. In some cases, even if CGs and/or co-sponsors are involved, some SAHs still get involved in the sponsorship process through various tasks, including: receiving the newcomers at the airport, providing an interpreter, providing advice, making links with other groups of newcomers, referring them to services, providing information on employment, helping them fill in forms, connecting them with services and programs offered at local libraries, and monitoring the settlement of the sponsored persons.

Settlement Agencies

It is important to remember that privately sponsored refugees arrive in Canada as Permanent Residents, and are therefore eligible for all services that Permanent Residents can access. This includes services offered by settlement agencies that are funded by CIC. Settlement agencies provide a variety of services, including assistance with completing forms, English classes, and employment assistance. Contact the settlement agency in your area for further information about the specific services that they offer. You can find a list of settlement agencies on Citizenship and Immigration Canada's website here: <http://www.cic.gc.ca/english/newcomers/map/services.asp>

The Roman Catholic Diocese of Calgary SAH representative said that the settlement support provided by any of the SAH's CGs or co-sponsors is always provided in conjunction with the settlement division of her organization, the Calgary Catholic Immigration Society. The counsellors in this settlement division conduct information sessions with all newly arrived privately

sponsored refugees from any SAH. They help the refugees with many tasks, including applying for a child tax benefit, referring refugees to a family doctor and health clinic, and setting up an appointment for an English assessment.



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Specialized Services

Although sponsors are responsible for providing settlement support, it is important to note that this does not mean that sponsors must provide all of the support themselves. Sponsors may not have the specific qualifications or tools to provide all aspects of the required settlement support. Providing support should entail finding professionals who provide specialized services. A sponsor's responsibility is to search for the right professionals to provide assistance, and help the newcomers to book the appointment and travel to the office. For example, sponsors may need to set up appointments with trauma counsellors for sponsored persons with Post Traumatic Stress Disorder.

B) SETTLEMENT PLANNING

The Sponsorship Agreement states that: “[t]he SAH will ensure that a Settlement Plan is developed for each undertaking and, in the letter of approval (for JAS cases) for a CG and/or co-sponsor, will indicate that the Settlement Plan has been reviewed. The SAH will retain copies of Settlement Plans and provide CIC with a copy upon request...New SAHs (and their CGs & Co-sponsors) will submit a copy of the Settlement Plan to CIC with each undertaking for the first 2 years of their Agreement” (page 9).

Six SAH representatives indicated that in order to determine which party is responsible for each settlement task, they use CIC’s Settlement Plan. Three SAH representatives said that their SAH has created a Settlement Plan that expands on the information in CIC’s Settlement Plan. Please refer to pages 28-44 of the Appendix for examples of some expanded Settlement Plans. Some SAHs work with their CGs and co-sponsors to develop the Settlement Plan. Other SAHs review the Settlement Plans closely, looking for various things, including evidence that everyone met together to discuss settlement responsibilities, that several people have shared the settlement tasks, that there are people available to provide settlement support during the days and not just evenings and weekends, etc. One SAH representative stressed the importance of the Settlement Plan, and indicated that it is a legally-binding document that is absolutely mandatory in order for the sponsorship to proceed. Some SAH representatives said that if there is any additional information, such as extra support that may be required for the refugees, this information is attached to the Settlement Plan.

Most of the SAHs that use Settlement Plans keep them on file, but do not submit them to CIC. Two SAH representatives indicated that even though they are not required to submit Settlement Plans to CIC, they still send them to CIC along with the application package.

One SAH only completes a Settlement Plan when they are working with CGs that they do not know well, but not with more experienced CGs, and not with co-sponsors. Three SAH representatives indicated that their SAHs do not use Settlement Plans at all. One of these SAH representatives said that the SAH, CG and sometimes co-sponsor always have a detailed discussion about settlement responsibilities instead of completing the Settlement Plan.

The WUSC representative said that formerly sponsored students often get involved in the settlement of newly sponsored students. Even if they are not from the same country, often the formerly sponsored student can share his or her experiences and provide information and support to the newly sponsored student.

Some SAHs have resources that assist with Settlement Planning. For example, WUSC has a guide for sponsoring groups that can be found on their website.

Email Reminders to CGs

In order to assist CGs with their settlement tasks, WUSC sends their CGs an email at the beginning of each month with a reminder of all of the settlement tasks that must be completed that month, in the order that they should be completed. For example, the September email includes a reminder to apply for a Social Insurance Number before opening a bank account, and to assist the newcomer to apply for the provincial health care plan and the Interim Federal Health program. For examples of monthly email reminders, please refer to pages 48 to 52 of the Appendix.

Male Sponsors Visiting Female Newcomers

AURA has a policy against male sponsors visiting the residence of sponsored newcomers without being accompanied by a female, especially if female sponsored persons reside there. This is due to the position of power of the male sponsor. Generally, AURA suggests that sponsors visit newcomers in pairs (ie. one male sponsor and one female sponsor).



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C) MONITORING THE SETTLEMENT SUPPORT

According to the *Sponsorship Agreement*, “[t]he SAH is responsible for monitoring its CGs or Co-sponsors and their individual undertakings. The purpose of the monitoring will be to provide support to the sponsor and the refugee in meeting respective commitments and responsibilities. When issues and problems arise which could lead to possible breakdown, the SAH will work cooperatively with CIC to resolve them” (page 9).

A few participants were asked how they monitored the settlement support that the newcomers were receiving from the CGs or co-sponsors throughout the year. SAHs that do not work directly with sponsored persons monitor the settlement of refugees to different degrees. Some SAHs indicated that

they follow-up with CGs and co-sponsors on the phone or in-person from time to time. Two SAHs require that the CGs or co-sponsors provide the SAH with regular updates. One SAH sends out quarterly reports to monitor cases, in which the co-sponsor must respond to several questions and send the report back to the SAH for review. Please see page 54 of the Appendix to review this quarterly report.

Some SAH representatives indicated that they do not have a specific method of monitoring, but rather will provide assistance if they are informed that it is required. One SAH representative said that often the SAH sees the sponsored individuals when they come in to complete a One Year Window

application, and this is an opportunity to speak them. The Hospitality House representative indicated that he meets most of the newcomers at the airport and tells them that they should contact Hospitality House if they have any problems.

One SAH representative indicated that the SAH sends out a survey to CGs after the one year sponsorship period has ended to find out how successful the sponsorship was, and to obtain feedback on how the sponsorship process can be improved in the future.

Evaluations and Social Media

Twice a year, WUSC evaluates their CGs, and also asks the CGs to evaluate WUSC. WUSC has also created a closed Facebook group where the CGs can communicate with WUSC and with each other to share information. WUSC also remains in close contact with CGs by conducting regular follow-up communication.

D) SETTLEMENT CONTINGENCY PLANS

Most of the participants indicated that they have never encountered a situation in which a CG or co-sponsor did not provide sufficient settlement support. Some SAHs did not have a contingency plan in place, and said that they would problem-solve if such a situation were to arise. Other SAHs indicated that they would provide mediation, find another CG to provide the necessary settlement support for the newcomers, or use the resources available within their SAH. One SAH has included the name of a secondary person on each task in the Settlement Plan, to ensure that if the person named does not fulfil the task, someone else will do it. Since Hospitality House is also a reception centre, the representative indicated that the refugee could stay there and receive the CG's support if necessary.

Some SAHs indicated that they take steps to ensure that the CGs and co-sponsors provide sufficient settlement support, including communicating with them regularly, training them, asking if a formerly sponsored person would mentor the newcomers, and explaining the settlement responsibilities in detail and preparing sponsors for an intense first few months.



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SUCSESSES AND CHALLENGES

Some SAH representatives indicated that one of the most challenging issues related to working with CGs and co-sponsors is that, due to the SAH's structure, all sponsorships must be conducted by a CG, and often there are not enough CGs able and willing to take on sponsorships. One SAH stated that it is extremely challenging to receive calls from refugees' relatives in Canada who say that the CGs they contacted were not able to take on the sponsorship. This SAH representative provides support to the refugees' relatives by listening to them, and helping them to become better advocates by giving them suggestions of how to approach the CGs. Another SAH representative stated that it is very frustrating to have to send refugees' relatives out to look for CGs even if the relatives have all of the resources to sponsor the refugees themselves.

Some faith-based SAH representatives stated that the support of their CGs is dwindling as the volunteers in the churches are already busy participating in a variety of other activities, such as volunteering at food-banks or helping asylum-seekers. Two SAH representatives also indicated that their CGs have aging populations, and finding younger people to take on volunteer work of this magnitude is challenging.

Numerous SAH representatives indicated that it is challenging to work with CGs and co-sponsors due to the SAH's limited resources. Some SAH representatives are volunteers, or are only doing refugee sponsorship on a part-time basis, which has been very hectic given the scope of the work and how time-consuming it is.

A SAH representative indicated that it is challenging to keep track of so many CGs. This SAH representative said that it helps if the SAH asks for the name of one contact person for each CG, and a secondary contact person just in case the primary contact is away on holidays. WUSC also identifies two contact persons in each CG: one primary contact person, and another contact person who remains in the city over the summer. The Hospitality House representative explained the challenge of keeping track of a large number of co-sponsors throughout the sponsorship process, because since sponsorships usually take years, co-sponsors often move or change their phone numbers without telling the CG. In order to minimize this problem, Hospitality House now requires an email address for each co-sponsor.

AURA representatives said that sometimes CGs are unaware of their cultural biases and their positions of power. At times, CGs allow their cultural biases to affect their relationship with the refugees. Also, at times some CGs are not aware that some refugees may not be comfortable enough to raise concerns that they may be having or problems that they may be encountering. AURA is doing more cultural awareness training for CGs, so that they can better understand the power imbalance that exists between them and the refugees.

SAH representatives stated that with the presence of CGs and co-sponsors, SAHs can sponsor significantly more refugees. CGs and co-sponsors were described as helpful and integral resources that have greatly increased the capacity of SAHs. Some SAH also believe that sponsoring refugees through CGs

helps with civic engagement. SAH representatives said that they work with passionate, enthusiastic and inspiring CGs. The MCC SAH representative said that at times, connecting co-sponsors and CGs has been mutually beneficial, as co-sponsors are often newcomers who get to know people outside of their ethnic group, and CGs work with newcomers who expand their worldview. He also said that often churches

across different denominations have worked together to resettle refugees. One SAH representative is humbled by the experience of working with co-sponsors, especially because they trust the SAH with sensitive information, and give them money to sponsor their loved ones. This SAH representative is always inspired by everything that co-sponsors do to help bring their relatives to safety.

HELPFUL TIPS

The SAHs and CG interviewed shared a variety of useful practices that may help other SAHs and CGs. For example, the representatives from AURA and WUSC indicated that they have a variety of useful resources on their website that assist their CGs throughout the sponsorship process.

The Canadian Baptists of Western Canada SAH representative noted the importance of having affected communities be active decision-makers in the refugee sponsorship process whenever possible. For example, there is a very active Karen community who are making decisions about which refugee to bring next. Some SAHs indicated that the decision of who to sponsor within their community is based on a lottery system.

The Hospitality House representative said that it is important for a SAH or CG

representative to receive the refugees at the airport to welcome them and establish a personal connection with them. On another note, he also said that he has found it to be useful to maintain paper files for everything, and not to just rely on electronic files.

The WUSC representative said that monthly reminders have been very helpful. Not only do they act as a guide for CGs, but they often open the door for further communication between the SAH and the CG. For example, after receiving a monthly reminder email, a few CGs have replied to the email inform WUSC of a problem that they are having. The WUSC representative also indicated that having a Facebook group for CGs has been very useful, as CGs have been actively assisting each other by sharing experiences and answering each other's questions.

Communication and Encouragement

A SAH representative indicated that the SAH communicates with the CG and co-sponsor at every milestone, such as when the application forms have been submitted to CPO-W, when the SAH receives the acknowledgement letter, etc. With each milestone, the SAH representative sends the CG an email telling them that this is encouraging news because they are one step closer to having the refugee arrive. The SAH representative also explains the next milestones to expect and the approximate time that it will take. The SAH representative also finds it to be useful to send the CGs and co-sponsors some resources that are sent by the RSTP, or by other SAHs over the email listserv. This SAH representative stressed the importance of listening to CGs and co-sponsors and encouraging them throughout the entire sponsorship process.

CONCLUSION

It is clear that SAHs vary widely in the ways in which they work with CGs and co-sponsors. The difference in practices are evident in all aspects of SAHs' relationships with CGs and co-sponsors, from finding and authorizing CGs and co-sponsors, completing the application forms, arranging the financial agreements, and delivering the settlement tasks. The variety of practices can also be seen by the various documents that some SAHs use throughout the process of sponsoring refugees with CGs and co-sponsors.

Hopefully this report will serve as a useful knowledge-sharing tool from which SAHs can learn from shared experiences and helpful tips and draw upon useful practices or resources that have worked for others. The various documents included in the Appendix can be modified for use by other SAHs. By sharing these resources, tools and experiences, SAHs can support each other through the journey of refugee sponsorship.



APPENDIX

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Interview Questions for SAHs – Working with CGs and Co-sponsors

Please note that SAH representatives can choose to either be named or anonymous in the final report.

Participation is voluntary, and SAH representatives do not have to answer all of the questions. If you would prefer not to answer a question, please simply skip the question. Please note that RSTP staff may have some (optional) follow-up questions for SAH representatives either during the interview or after the interview.

Interview Questions:

Introduction & General Information

1. How many CGs and/or Co-sponsors does your SAH currently work with?
2. Do you sponsor refugees solely through CGs/Co-sponsors, or is sponsoring through CGs/Co-sponsors only one element of your sponsorship program?

Authorization of CGs/Co-sponsors

1. How do CGs/Co-sponsors find you, or how do you find them?
2. What criteria must a CG/Co-sponsor meet in order to work with you?
3. How do you approve a CG/Co-sponsor to work with you?
4. If you have drafted a Memorandum of Understanding (MoU), would you like to share this with us so we can add it to the Appendix of the report that we are writing?

Application Forms

1. Who fills out the sponsor's application forms?
2. Who assists the refugees to fill out their application forms?
3. If CGs/Co-sponsors are responsible for filling out the application forms, what kind of support do you offer (ie. RSTP's phone number, one-on-one meeting with the CG/Co-sponsor, etc.)?
4. If the CG/Co-sponsor fills out the application forms, who is in charge of reviewing the forms before it is sent to CIC? Who sends the forms to CIC?

Financial Agreements

1. Who provides one-year of financial support to the refugees (the CG, Co-sponsor or SAH)?
2. If the Co-sponsor is responsible for providing one-year of financial support, what arrangement is made between the SAH/CG and the Co-sponsor?
 - a. At which point does the co-sponsor pay?
 - b. Do they pay the SAH/CG?
 - c. How much do they pay? Are in-kind deductions considered?
 - d. In which format (ie. bank account, donation, trust account)?
 - e. What kind of a contract/paperwork is signed?

- f. What happens to the money if the refugee does not arrive?
3. What kind of a contingency plan, if any, does your SAH have for situations in which the CG/Co-sponsor does not provide sufficient financial support?
4. If you have drafted a Memorandum of Understanding (MoU), would you like to share this with us so we can add it to the Appendix of the report that we are writing?

Settlement Support

1. Who provides one-year of settlement support to the refugees (the CG, Co-sponsor or SAH)?
2. How do you determine which party is responsible for each settlement task?
3. What kind of a contingency plan, if any, does your SAH have for situations in which the CG/Co-sponsor does not provide sufficient settlement support?

Program Review

1. Please describe some of the successes and challenges of working with CGs/Co-sponsors.
2. Please describe some of the elements of your arrangement to work with CGs/Co-sponsors that have worked well.
3. Please describe some of the elements of your arrangement to work with CGs/Co-sponsors that have been challenging.

Conclusion

1. Would you like to add any additional comments about your SAH's experience working with CGs/Co-sponsors?
2. May I name your SAH in the final report, or would you prefer to be anonymous?

Request for Refugee Sponsorship Assistance

These forms are provided to individuals who are requesting assistance from [SAH name] in finding a sponsor for their relative(s) or friend(s). The forms allow [SAH name] to gather information about the local family who are seeking a sponsor including what kind of assistance the family is able to provide during the sponsorship. Additionally, preliminary information is gathered about the refugees to be sponsored.

If you are requesting assistance from [SAH name] in finding a sponsor for your relative(s) or friend(s), please complete this form. [SAH name] is compliant with the Personal Information Protection and Electronic Documents Act (Canada). This information will be kept confidential but may be shared with prospective sponsoring groups to assist with your case. Sponsoring groups have agreed to comply with [SAH name] Privacy Code. Please feel free to use separate sheets of paper to answer any questions.

1. Information about Local Family Requesting Refugee Sponsorship Help:

Your full name: _____

Your address: _____

Telephone Number (home): _____

(work): _____

Fax: _____

E-mail address: _____

2. How many dependents are currently living with you? _____

3. How many dependents are you currently financially supporting here in Canada including those living with you? _____

4. Have you currently applied to sponsor, or are you currently sponsoring any other people? _____

5. If so, how many people are you sponsoring? _____

6. For how long are you committed to these sponsorships? _____

7. What is your country of origin? _____

Request for Refugee Sponsorship Assistance

1. Information about the Refugee(s) to be Sponsored:

NOTE: This information must be provided by the refugee family for whom sponsorship is being requested. All information must be provided to us in English. There will not be enough room to answer many of the questions on this form; please feel free to use a separate page. It is very important that you provide detailed answers to the questions. Without the appropriate amount of detail we will not be able to proceed with processing this request.

Head of Household or Principal Applicant's Information:

Full Name: _____
LAST NAME FIRST AND SECOND NAMES

Birth date: _____

Education: _____

Occupation/Work Experience: _____

Languages: _____

Relationship to you (the local family member in Canada): _____

Country of Citizenship: _____

Place of Birth: _____

Current address: _____

Telephone Number: _____

Fax Number: _____

Email address: _____

2. How many people do you wish to have sponsored? _____

Please list the information about each of your family members requesting sponsorship, whether or not they are living with you. Please use the back pages as needed.

[illegible]

Request for Refugee Sponsorship Assistance

4. When did you and your family leave your country of citizenship or origin?

5. In which country are you now living, and how long have you lived there?

6. What is your status in that country? Temporary asylum _____ Permanent Resident _____

Other (explain): _____

7. What do you need to do to remain in that country? Please explain in detail:

8. Have you registered with the country officials as required? _____ What date did you register? _____

9. What is the name of the registration document? _____

10. If you have not registered, why not? _____

Request for Refugee Sponsorship Assistance

11. **Your present situation: Where do you live?** _____

12. **Are you in immediate danger?** _____ If you are in immediate danger, please be sure to answer Question #19-24 (all parts) in detail.

13. **Have you applied to any Canadian embassy in the past five years to come to Canada as a refugee?** _____ Were you interviewed by the Canadian embassy? _____

What is your Canadian Embassy File Number? _____

What was the response? _____

14. **Have you registered with the UNHCR?** _____ When? _____

Where? _____

What is your UNHCR Refugee Mandate Number? _____

If you have other UNHCR documents, please list those below, and provide copies.

15. If you were refused by UNHCR, please explain why.

[illegible]

(Please note Canada will not restrict entry into Canada for medical reasons including HIV or AIDS, [unless the illness threatens the health or safety of Canadians]. Please also note that providing any medical information is completely voluntary. Knowing about medical conditions simply helps the sponsors understand how to prepare and provide settlement services better.)

10

Request for Refugee Sponsorship Assistance

(eg. mixed marriage or heritage, single parent, pregnancy, elderly, etc.) Please note what considerations, and for whom?

18. **Have you (or your family in Canada) contacted any organization to help you document your story?**
eg. UNHCR, Red Cross, lawyers, church groups, Human Rights groups? *Please note who you have had help from, and when.*

19. **Please attach a recent photograph of all of the people in your family that you wish to be sponsored and complete the following information in detail.**

Please also note that the answers to these questions MUST be the story of the refugee(s).

20. **Do you fear persecution for one of the following reasons?**

- ☐ Race
- ☐ Political Opinion
- ☐ Religion
- ☐ Nationality
- ☐ Involvement with a group that is targeted by your government?
(Please name the group(s) and your position(s) and involvement in that/those group(s))

21. **Please give detailed reasons why you fear persecution.** (For example, what exactly happened to

you? Who has persecuted you? Please put the case history in chronological order, including names of organizations or persons, dates and places.) Use additional pages as needed.

[illegible]

12

Request for Refugee Sponsorship Assistance

example, police records indicating when you or members of your family were arrested, records indicating when you/they were detained in jail, letters which indicated that you/they were treated unfairly, UNHCR documentation, etc.) *Please provide copies of all documents.* (If you do not have these documents, it is very important that you simply tell us why you do not have them, why you cannot get them, or what you have to do to get them.)

23. **Which country or countries, or government(s) or groups have persecuted you?** Provide details including when you left those countries and where you went.

24. **Are you fleeing civil war, armed conflict or serious human rights abuses?** How are you personally affected by this conflict? If you are outside of your country of origin, what will happen when or if you return? Please provide DETAILS.

[illegible]

25. Can you remain in the country where you are currently living _____ or in another nearby country? _____ If the answer is no, then why not? What must you do to remain in the country, or move to a nearby country?

[illegible]

[SAH Letterhead]

Request for Refugee Sponsorship Assistance

26. Have you ever been in prison, a victim of torture? When and where and why?

“We consent to let [SAH name] share this information with prospective sponsoring groups or others as appropriate to assist with our case. If you have any questions or concerns about our privacy practices, please contact the [SAH name] at [SAH phone number]. Otherwise we will assume that we have your consent to collect, use and disclose your personal information for the purposes identified above and in a manner consistent with The [SAH name] Privacy Code.”

(Please print your name)

(Signature)

(Date Signed)

[SAH name] is not able to accept all sponsorship requests that we receive. It is our practice to do an initial assessment of the refugee claim, which is based on the information provided in this form. We also have limited resources to undertake sponsorships, and rely on voluntary donations from churches and individuals who form our constituent groups. We may not be able to assist with this sponsorship, but your request will be reviewed by an assessment team and carefully considered. If we cannot assist you, you will be notified either in person, by phone, or by letter. We understand your concern for your family members, and thank you for bringing this situation to our attention. After we receive this completed form, we may require further details to further assess your case. Please let us know immediately if your contact information changes, or if any additions or deletions to this application for sponsorship.

Please return completed form: **By Email:** [SAH email]
(subject line: Refugee Sponsorship Request)

By Fax: [SAH fax number]

By Mail: [SAH Address]

[SAH Letterhead]

Initial Inquiry for Private Refugee Sponsorship

Thank you for your interest in the refugee sponsorship program. In order to best understand and determine whether we may process your case, we need the following information about you.

Name: _____

Phone Number: _____

E-mail address: _____

Please answer the following questions about the person or people you want to help. Please be as detailed as possible in your answers as this helps us understand your case. Note that this is double-sided form. Please answer all questions. All information given is confidential.

- 1) Please list the name(s) of the person or people you are trying to help. Tell how they are related to you. Attach an extra sheet of paper if needed.
- 2) Explain where they are right now, and tell why it is not safe for them to remain there. Please also tell their status there (asylum seeker, permanent resident, UNHCR claimant, no status).
- 3) Why were they forced to flee their country?
- 4) Is it possible for them to return to their home country? If not, why not?
- 5) Do you have any connection to a church or other religious community that could assist in the sponsorship?

Thank you for completing these questions. We will follow up with you within one month.

[SAH Letterhead]

You can e-mail the completed form to

**[SAH email address] or you can fax it to [SAH representative's name] at the
[SAH name] [SAH fax number].**

You can mail it to

[SAH address]

FOR OFFICE USE ONLY

Date submitted: _____

Date of follow-up: ____ _____

GUARANTOR / FAMILY LINK IN WINNIPEG

Name			Address & PC			Time in Canada		Citizen?	
Relationship to Refugee				Place and Type of Work					
Telephones	Home		Cell		Work		E-mail		

This is an expandable form

Additional information where space is lacking on the front:

The process of sponsoring takes a long time. Depending on where the refugee is overseas, the time between starting the sponsorship process and having the refugee arrive in Canada can typically take from **two to four years.** During that time the **circumstances** of the refugee may change. He/she may move, get a new telephone number or email address, get married, or have children. ***It is very important to tell of these changes to Hospitality House.***

Tele. (204) 589-2092; Fax (204) 582-2681
Email: hhouse@mts.net

Guarantors / family links may also change addresses, telephone numbers or email addresses. These changes must be communicated to Hospitality House as soon as they happen so that contact is not lost. If contact is lost, this may result in cancellation of the sponsorship.

Arrangement of sponsorship is not an assurance of acceptance by Canada. Many refugees who apply are refused by Canada. Refugees who prepare thoroughly for their interview are usually more likely to be accepted. Hospitality House has guidelines for assistance in preparing for the interview. Ask for them.

Undertaking and Commitment by Guarantor/ Family Link

I/we have requested that Hospitality House Refugee Ministry Inc. arrange the sponsorship of the refugee(s) named on the reverse side. I/we understand that it will be our responsibility to provide all necessary support for one year after the refugee(s) arrives. In particular we acknowledge that we are aware of settlement obligations including the following:

- a) Provide accommodation
- b) Provide home furnishings
- c) Meet the refugee(s) at the airport and provide transportation to their accommodation
- d) Provide an interpreter if necessary
- e) Select a family physician
- f) Select a dentist
- g) Plan for medical emergencies
- h) Apply for Interim Federal Health coverage
- i) Apply for Social Insurance Number
- j) Register for Child Tax Benefit if applicable
- k) Instruct in the banking system
- l) Provide food
- m) Provide clothing
- n) Enroll children in schools if applicable
- o) Enroll adults in Entry Program if applicable
- p) Enroll adults in language training if applicable
- q) Make child care arrangements if applicable
- r) Provide assistance in finding employment
- s) Provide orientation to public transportation and community services and amenities
- t) Provide assistance in linking with the community

In consideration of the private refugee sponsoring of the person(s) named on the reverse side as arranged by Hospitality House Refugee Ministry Inc., we the undersigned undertake to provide or absorb the cost of providing those things described above to the person(s) being sponsored for a period of one year commencing on the date of arrival in Canada, or until the person is self supporting (whichever happens first) and will seek no reimbursement of these costs or contributions from Hospitality House Refugee Ministry Inc, a Constituent Group, or from the enabling Sponsorship Agreement Holder, the Anglican Diocese of Rupert's Land.

I/we have read and understood the foregoing, have discussed the matter to our satisfaction, and understand and accept the conditions of this legal undertaking and commitment.

Dated at Winnipeg the _____ day of _____

Signature of guarantor _____

Signature of guarantor _____

For Hospitality House _____

[SAH letterhead]

MEMORANDUM OF UNDERSTANDING

between

Enter Co-Sponsoring Group's name

and

Enter name of the [CG's] Representative

concerning the submission of a sponsorship undertaking by

Enter name of the [CG]

A Constituency Group under the [SAH name]

for:

Enter the name of Refugee to be sponsored

under the Private Sponsorship of Refugees (PSR) program.

[enter name of group/person providing funds] will be responsible for **[enter details i.e. providing all or a portion of necessary settlement funds]** for the settlement of the above-mentioned refugee. As part of the preparation for the refugee's arrival, **[enter name of group/person providing funds]** agrees to deposit at least **[enter amount]** % of the cost of the sponsorship in the **[trust fund/ bank account ID number]** at this time, and will continue to contribute to this account \$ **[enter applicable amount]** on a monthly basis until the account contains the total liability of the sponsorship. **[Enter name of group/person providing alternate forms of financial support]** agrees to provide **[identify specifics regarding Gifts in kind or any fundraising pledges as desired]** .

All parties are aware that funds can come from different resources **but not from the refugee, because that would be illegal.**

Use of Funds:

1. Funds in the account will be directed to the above refugee- newcomers for their settlement.

[SAH letterhead]

MEMORANDUM OF UNDERSTANDING

The funds can be released on a monthly basis at **(enter total liability amount /12)** for their settlement, after **[enter the name of the co-sponsor/CG Rep]** requested it, at least one month in advance; or

2. In case the money is not needed for the newcomers until the end of the sponsorship period, or the above applicants' sponsorship application is refused, all deposits plus interest in the account will be given back to the donors, or will be used in other sponsorships.
3. After 48 months of processing, if the above applicants have not arrived or have not received a decision regarding the status of their file, **[enter name of co-sponsor organization]** and **[enter name of CG Representative]** will review this agreement.

This agreement can be changed at any time by mutual consent between **[enter name of co-sponsor organization]** and **[enter name of CG Representative]**.

Agreed on this _____ day of _____, 2014:

Name of Co-sponsor Rep

CG Representative

Name of Cosponsor
Address

Date

Name of CG
Address

Dear xxx,

My family and I are aware that (name of CG) has agreed to help us in our effort to have my relatives (names) brought to Canada and settled on a permanent basis. The primary purpose of this letter is to ensure that we have a mutual understanding and agreement regarding the sponsorship.

In our particular circumstances, the main role of the (name of CG) will be to co-sign the Refugee Sponsorship Undertaking and the Settlement Plan along with me and the [SAH name]. Although there is a legal liability associated with (name of CG) signing the Refugee Sponsorship Undertaking, we would like to confirm with you our agreement that we will be expected to carry the **full financial responsibility** for this sponsorship. We promise to provide for our relatives named in the Undertaking **both financially and with settlement needs once they arrive in Canada.**

We truly appreciate your willingness to help us.

Thank you very much.

Signed by Cosponsor

MEMORANDUM OF UNDERSTANDING – ADDENDUM TO SETTLEMENT PLAN

Sponsorship agreement holder (SAH): _____

Constituent Group (CG): _____

Co-Sponsor (C-S): _____

All parties have met regarding an application to sponsor _____.

We have reviewed our responsibilities for the application, for maintaining contact with the refugee(s) and with the CG, and for sharing information regarding any changes to the status of this application. As well, we have reviewed our responsibilities for the settlement needs for the period of one year after arrival, including the financial responsibilities.

The individual co-sponsor agrees to take on the financial responsibility for the duration of the settlement period (12 months), and will deposit two months of income support to be held by the Constituent Group _____[CG Name]_____ for the purpose of assisting with unexpected settlement needs that may arise. This deposit will be held until the end of the settlement period (12 months) at which time, any amount that has not been used for settlement-related needs for the refugee(s) will be returned to the co-sponsor. **In the event that a sponsorship is withdrawn or terminated, the full deposit will be returned to the individual co-sponsor.**

The amount of the deposit to be collected = _____

SAH Representative: _____

CG Representative: _____

C-S Individual: _____

Date agreement was signed: _____

Date deposit was collected: _____

Date deposit was returned and/or used: _____

(Explanation detailing any use of funds to be attached to this settlement plan)

SPONSORSHIP AGREEMENT (MEMORANDUM OF UNDERSTANDING)

Between:

[SAH NAME]

AND

COSPONSOR:

Family Name,

Given Name

Date of Birth

Concerning the submission of a sponsorship undertaking by the cosponsor for the **PRINCIPAL REFUGEE**

APPLICANT:

Family Name,

Given Name

Date of Birth

with the family size of _____ under the Private Refugee Sponsorship Program (PRS)

WHEREAS [SAH name] is a [SAH description] organization which intends to facilitate the immigration process of certain individuals to Canada; AND

WHEREAS [SAH name's] Sponsorship Committee intends to assume the responsibilities required under the Canadian law and regulation concerning the sponsorship of refugees to Canada; AND

WHEREAS the Cosponsor understands and acknowledges the objectives and responsibilities required under the Canadian law and regulation concerning the sponsorship of refugees to Canada; AND

WHEREAS the Cosponsor intends to obtain [SAH name's] Sponsorship Committee assistance for sponsoring the above named refugee(s) to be resettled to Canada;

NOW THEREFORE in consideration of the mutual agreement herein contained, and upon the terms and conditions hereinafter set forth, the parties hereto agree as follows:

1. This agreement is designed to help the Cosponsor, understand the obligations and responsibilities involved in sponsorships under the Immigration Act and Immigration Regulation of Canada.
2. The Cosponsor shall provide the sponsored person(s) essential needs and settlement assistances during the period of sponsorship, which is one year from the date the sponsored person(s) receive from the date of the sponsored person(s) arrival to Canada or until the person becoming self-sustaining.
3. **Settlement responsibilities:** The Cosponsor agrees and confirms that he/she shall give assistance to the sponsored person(s) to settle during the period of sponsorship, as stipulated in the Settlement Plan and Undertaking or Application to Sponsor Forms, including:
 - a. Meeting the sponsored persons at the airport and provide them transport;
 - b. Providing shelter and basic household items;
 - c. Providing clothing;
 - d. Arranging for family physician and medical emergency;
 - e. Helping to obtain necessary documents including Health Card, Social Insurance card, etc.
4. The Cosponsor's financial obligations or other personal circumstances during the period of sponsorship shall not absolve him/her from honouring this agreement.

5. The Cosponsor confirms that his/her sponsored person(s) will not need to apply for social assistance/welfare benefits during the period of sponsorship.
6. **Financial Requirements:** The Cosponsor will be responsible for providing all necessary settlement funds for the settlement of the above-mentioned refugee(s). After the assessment is approved by the [SAH name's] Sponsorship Committee, the co-sponsor shall deposit a sponsorship fund as determined by the co-sponsor that may be used to support the above named refugees during the sponsorship. Receipt will be issued for the amount of money the Cosponsor deposited.
7. **Use of Funds:** Refugee Sponsorship Funds in the Account will be directed to the above refugee-newcomer(s) for their settlement. The funds can be released on a monthly basis at **(total liability /12)** for their settlement, after Cosponsor requested it, at least 10 business days in advance; or
8. **Withdrawal of funds:** In case the money is not needed for the sponsored newcomer(s) until the end of the sponsorship period, or the above applicants' sponsorship application is refused, or cancelled by the [SAH name's] Sponsorship Committee, the Cosponsor or the sponsored person(s); all deposits will be given back to the donors in Canadian dollar as it is. And new reimbursement receipt will be issued to the donor with the new remaining balance.
9. **Administrative fees:** The Cosponsor shall also pay \$ 100 CADs non-refundable processing fees for each sponsorship undertaking to be submitted.
10. [SAH name's] Sponsorship Committee will not submit the sponsorship application for the above named refugees until the required sponsorship funds are deposited, and administrative fees are paid.
11. After the estimated processing time of the visa-office abroad, if the above applicants have not arrived or have not received a decision regarding the status of their file, [SAH name's] Sponsorship Committee and Cosponsor will review this agreement.
12. This agreement can be changed at any time by mutual consent between the [SAH name's] Sponsorship Committee and the Cosponsor.
13. **Legal Consequences:** The Cosponsor hereby confirms and acknowledges that in the event of his/her failure to provide support as required in this agreement, the [SAH name's] Sponsorship Committee can take legal action against the Cosponsor at the Cosponsor cost.
14. **Governing Law:** This Agreement shall be governed by and construed in accordance with the laws of the Province of Ontario.

In WITNESS WHEREOF the parties)
hereto have executed this agreement)
this day ____, ____ of 20)
at the [name of city], in the)
[name of region])

Cosponsor

Witness: _____
[SAH Representative's Name], SAH Representative

Witness: _____
[SAH Representative's Name], SAH Representative

Agreement between the _____ Group and [SAH Name]

The _____ Group and [SAH name] are entering into an Agreement to work together for the sponsorship of refugees outside Canada.

The _____ Group agrees to:

- Assume all the responsibilities for private sponsorship required by the Federal Government with financial support being provided by the family member(s) here in [Province of SAH] (as outlined by the attached *CIC Sponsorship Cost Table, Appendix B of the Financial Guidelines of the Refugee Sponsorship Application Guide*) and settlement support (as agreed to in the *Settlement Plan, form IMM 5440*)
- Consult and meet with the Refugee Sponsorship Coordinator as needed
- Select the refugee to be sponsored according to refugee needs and _____ Group priorities

[SAH name] agrees to:

- Provide information and support to the _____ Group volunteers with respect to the sponsorship process
- Review and submit sponsorship applications to the Federal Government, subject to the constraints of the Private Sponsorship of Refugees Program and [SAH name's] internal review processes
- Provide information and referrals to the _____ Group volunteers with respect to the settlement process

The term of this Agreement is two years from the date of implementation and may be extended upon written mutual agreement. It will be reviewed annually.

Either organization may terminate this Agreement upon 60 days written notice without penalties or liabilities.

For _____ Group

Date

For [SAH name]

Date

Settlement Plan

Complete the following form by identifying who will be providing support in each area (e.g. the Church, the family member) and **what the contingency plan** is if that support is not provided. Where appropriate provide information related to necessary funding or in-kind donations. Please provide information related to committee member availability in section 4.

Section 1: Start-Up Cost

Will household needs (furniture, kitchen utensils, etc.) be donated or will money be given and who will provide it?

[Click here to enter text.](#)

Will basic clothing (particularly winter clothes) be donated or will money be given and who will provide it?

[Click here to enter text.](#)

How will a phone plan (landline and/or cell) computer and internet be arranged? Will it be donated or will money be given and who will provide it?

[Click here to enter text.](#)

Will school start-up costs (backpacks, school supplies, etc.) be donated or will money be given and who will provide it?

[Click here to enter text.](#)

Will food staples (flour, oil and other non-perishables) be donated or will money be given and who will provide it?

[Click here to enter text.](#)

Who will provide first and last month's rent and how much will be given?

[Click here to enter text.](#)

Section 2: Monthly Expenditures (see attached appendix 1 for suggested rates)

How much will be given for monthly rent and utilities and who will provide it?

[Click here to enter text.](#)

How much will be given for monthly transportation (public transit) and who will provide it?

[Click here to enter text.](#)

How much monthly living allowance (for food, incidentals, etc.) will be given and who will provide it?

[Click here to enter text.](#)

Total Monthly Amount Budgeted: [Click here to enter text.](#)

How will required funds be raised or obtained? What is the amount currently available? Explain what kind of account it is currently in.

[Click here to enter text.](#)

Section 3: Settlement Assistance

(please indicate, where appropriate, when and how it is expected each task will be completed)

Who will meet the newcomer(s) at the airport and provide transportation to the final destination?

[Click here to enter text.](#)

How will interpretation be handled?

[Click here to enter text.](#)

What accommodation (temporary and/or permanent) arrangements are planned?

[Click here to enter text.](#)

Who will help apply for Ontario Health Insurance Plan (OHIP) and Interim Federal Health (IFH)?

[Click here to enter text.](#)

Who will help apply for Social Insurance Number?

[Click here to enter text.](#)

Who will provide orientation (public transportation, banking services, etc.) and when?

[Click here to enter text.](#)

Who will provide an explanation of roles and responsibilities for newcomer(s) (e.g. budget, expectations, etc.) and when?

[Click here to enter text.](#)

Who will help with medical needs (e.g. family physician, dentist, etc)? How will extra costs be covered?

[Click here to enter text.](#)

Who will plan for and deal with medical emergencies (clinics, cost, etc.)?

[Click here to enter text.](#)

Who will help provide assistance in linking newcomer(s) with community activities?

[Click here to enter text.](#)

Who will help with school (school enrollment and/or LINC)?

[Click here to enter text.](#)

Who will help register for child tax benefit (if applicable)?

[Click here to enter text.](#)

Which immigrant settlement assistance agencies will the newcomer(s) likely access? Has the group contacted them yet?

[Click here to enter text.](#)

What is the planned engagement with the church and committee (e.g. visits, attending church)?

[Click here to enter text.](#)

Who will help connect newcomer(s) to ethnic group and/or religious institution?

[Click here to enter text.](#)

What is the planned role of Canadian family members and/or friends (if applicable)?

[Click here to enter text.](#)

What is the plan for when and how to connect the newcomer(s) with employment?

[Click here to enter text.](#)

X	
_____ Constituent Group Representative	_____ Date

X	
_____ Sponsorship Agreement Holder Representative	_____ Date

X	
_____ Family Member Representative (If Applicable)	_____ Date

Section 4: Information Related to Constituent Group and others

Names of the people who will be assisting with the newcomer(s) settlement, specific tasks they will be assisting with and general expected availability

1. Name:Click here to enter text.

Task (if applicable):Click here to enter text.

Availability (dates of the week and times):Click here to enter text.

2. Name:Click here to enter text.

Task (if applicable):Click here to enter text.

Availability (dates of the week and times):Click here to enter text.

3. Name:Click here to enter text.

Task (if applicable):Click here to enter text.

Availability (dates of the week and times):Click here to enter text.

4. Name:Click here to enter text.

Task (if applicable):Click here to enter text.

Availability (dates of the week and times):Click here to enter text.

5. Name:Click here to enter text.

Task (if applicable):Click here to enter text.

Availability (dates of the week and times):Click here to enter text.

6. Name:Click here to enter text.

Task (if applicable):Click here to enter text.

Availability (dates of the week and times):Click here to enter text.

7. Name:Click here to enter text.

Task (if applicable):Click here to enter text.

Availability (dates of the week and times):Click here to enter text.

8. Name:Click here to enter text.

Task (if applicable):Click here to enter text.

Availability (dates of the week and times):Click here to enter text.

9. Name:Click here to enter text.

Task (if applicable):Click here to enter text.

Availability (dates of the week and times):Click here to enter text.

10. Name:Click here to enter text.

Task (if applicable):Click here to enter text.

Availability (dates of the week and times):Click here to enter text.

11. Name:Click here to enter text.

Task (if applicable):Click here to enter text.

Availability (dates of the week and times):Click here to enter text.

12. Name:Click here to enter text.

Task (if applicable):Click here to enter text.

Availability (dates of the week and times):Click here to enter text.

13. Name:Click here to enter text.

Task (if applicable):Click here to enter text.

Availability (dates of the week and times):Click here to enter text.

14. Name:Click here to enter text.

Task (if applicable):Click here to enter text.

Availability (dates of the week and times):Click here to enter text.

15. Name:Click here to enter text.

Task (if applicable):Click here to enter text.

Availability (dates of the week and times):Click here to enter text.

16. Name:Click here to enter text.

Task (if applicable):Click here to enter text.

Availability (dates of the week and times):Click here to enter text.

17. Name:Click here to enter text.

Task (if applicable):Click here to enter text.

Availability (dates of the week and times):Click here to enter text.

Appendix 1 – Minimum Sponsorship Rates

Single Adult (18 years and older)

Startup Cost \$1160 **Monthly Living Expenses** \$781

Adult Couple (with or without children)

Startup Cost **Monthly Living Expenses**

2 – 1845	2 – 1352
3 – 2405	3 – 1400
4 – 2965	4 – 1454
5 – 3515	5 – 1506
6 – 4085	6 – 1533
7 – 4645	<i>family sizes 7+</i>
8 – 5205	<i>increased as needed</i>
9 – 5765	
10 – 6325	

Single Parent (any number of children ages 0-17)

Startup Cost **Monthly Living Expenses**

2 – 1720	2 – 1136
3 – 2235	3 – 1184
4 – 2840	4 – 1238
5 – 3400	5 – 1290
6 – 3960	6 – 1317
7 – 4520	<i>family sizes 7+</i>
8 – 5080	<i>increased as needed</i>
9 – 6015	
10 – 6200	

Maternity Allowance

\$75 per month issued from the date and /or receipts of medical note from a doctor to the date of birth

(not to be applied retroactively to beginning of pregnancy)

On receipt of doctor's note the mother will also receive a **onetime** payment of **\$200** to be used in the purchase of maternity clothing

Newborn allowance

\$750 to be paid **1-2 months** prior to the birth due date, this money is to be used to purchase necessities for the baby such as a crib, stroller, etc.

NOTE: These imbursements will added automatically to the family's regular direct deposit and should be discussed with the family before they are received

Settlement Plan

Complete the following form by identifying who will be providing support in each area (e.g. the Church, the family member) and **what the contingency plan** is if that support is not provided. Where appropriate provide information related to necessary funding or in-kind donations. Please provide information related to committee member availability in section 4.

Section 1: Start-Up Cost

Will household needs (furniture, kitchen utensils, etc.) be donated or will money be given and who will provide it?

[Click here to enter text.](#)

Will basic clothing (particularly winter clothes) be donated or will money be given and who will provide it?

[Click here to enter text.](#)

How will a phone plan (landline and/or cell) computer and internet be arranged? Will it be donated or will money be given and who will provide it?

[Click here to enter text.](#)

Will school start-up costs (backpacks, school supplies, etc.) be donated or will money be given and who will provide it?

[Click here to enter text.](#)

Will food staples (flour, oil and other non-perishables) be donated or will money be given and who will provide it?

[Click here to enter text.](#)

Who will provide first and last month's rent and how much will be given?

[Click here to enter text.](#)

Section 2: Monthly Expenditures (see attached appendix 1 for suggested rates)

How much will be given for monthly rent and utilities and who will provide it?

[Click here to enter text.](#)

How much will be given for monthly transportation (public transit) and who will provide it?

[Click here to enter text.](#)

How much monthly living allowance (for food, incidentals, etc.) will be given and who will provide it?

[Click here to enter text.](#)

Total Monthly Amount Budgeted: [Click here to enter text.](#)

How will required funds be raised or obtained? What is the amount currently available? Explain what kind of account it is currently in.

[Click here to enter text.](#)

Section 3: Settlement Assistance

(please indicate, where appropriate, when and how it is expected each task will be completed)

Who will meet the newcomer(s) at the airport and provide transportation to the final destination?

[Click here to enter text.](#)

How will interpretation be handled?

[Click here to enter text.](#)

Who will accompany the refugee to the RAP appointment (NB: this will be weekday appointment)?

[Click here to enter text.](#)

What accommodation (temporary and/or permanent) arrangements are planned?

[Click here to enter text.](#)

Who will help apply for Ontario Health Insurance Plan (OHIP) and Interim Federal Health (IFH)?

[Click here to enter text.](#)

Who will help apply for Social Insurance Number?

[Click here to enter text.](#)

Who will provide orientation (public transportation, banking services, etc.) and when?

[Click here to enter text.](#)

Who will provide an explanation of roles and responsibilities for newcomer(s) (e.g. budget, expectations, etc.) and when?

[Click here to enter text.](#)

Who will help with medical needs (e.g. family physician, dentist, etc)? How will extra costs be covered?

[Click here to enter text.](#)

Who will plan for and deal with medical emergencies (clinics, cost, etc.)?

[Click here to enter text.](#)

Who will help provide assistance in linking newcomer(s) with community activities?

[Click here to enter text.](#)

Who will help with school (school enrollment and/or LINC)?

[Click here to enter text.](#)

Who will help register for child tax benefit (if applicable)?

[Click here to enter text.](#)

Which immigrant settlement assistance agencies will the newcomer(s) likely access? Has the group contacted them yet?

[Click here to enter text.](#)

What is the planned engagement with the church and committee (e.g. visits, attending church)?

[Click here to enter text.](#)

Who will help connect newcomer(s) to ethnic group and/or religious institution?

[Click here to enter text.](#)

What is the planned role of Canadian family members and/or friends (if applicable)?

[Click here to enter text.](#)

What is the plan for when and how to connect the newcomer(s) with employment?

[Click here to enter text.](#)

X	
_____ Constituent Group Representative	_____ Date

X	
_____ Sponsorship Agreement Holder Representative	_____ Date

X	
_____ Family Member Representative (If Applicable)	_____ Date

Section 4: Information Related to Constituent Group and others

Names of the people who will be assisting with the newcomer(s) settlement, specific tasks they will be assisting with and general expected availability

1. Name:Click here to enter text.

Task (if applicable):Click here to enter text.

Availability (dates of the week and times):Click here to enter text.

2. Name:Click here to enter text.

Task (if applicable):Click here to enter text.

Availability (dates of the week and times):Click here to enter text.

3. Name:Click here to enter text.

Task (if applicable):Click here to enter text.

Availability (dates of the week and times):Click here to enter text.

4. Name:Click here to enter text.

Task (if applicable):Click here to enter text.

Availability (dates of the week and times):Click here to enter text.

5. Name:Click here to enter text.

Task (if applicable):Click here to enter text.

Availability (dates of the week and times):Click here to enter text.

6. Name:Click here to enter text.

Task (if applicable):Click here to enter text.

Availability (dates of the week and times):Click here to enter text.

7. Name:Click here to enter text.

Task (if applicable):Click here to enter text.

Availability (dates of the week and times):Click here to enter text.

8. Name:Click here to enter text.

Task (if applicable):Click here to enter text.

Availability (dates of the week and times):Click here to enter text.

9. Name:Click here to enter text.

Task (if applicable):Click here to enter text.

Availability (dates of the week and times):Click here to enter text.

10. Name:Click here to enter text.

Task (if applicable):Click here to enter text.

Availability (dates of the week and times):Click here to enter text.

11. Name:Click here to enter text.

Task (if applicable):Click here to enter text.

Availability (dates of the week and times):Click here to enter text.

12. Name:Click here to enter text.

Task (if applicable):Click here to enter text.

Availability (dates of the week and times):Click here to enter text.

13. Name:Click here to enter text.

Task (if applicable):Click here to enter text.

Availability (dates of the week and times):Click here to enter text.

14. Name:Click here to enter text.

Task (if applicable):Click here to enter text.

Availability (dates of the week and times):Click here to enter text.

15. Name:Click here to enter text.

Task (if applicable):Click here to enter text.

Availability (dates of the week and times):Click here to enter text.

16. Name:Click here to enter text.

Task (if applicable):Click here to enter text.

Availability (dates of the week and times):Click here to enter text.

17. Name:Click here to enter text.

Task (if applicable):Click here to enter text.

Availability (dates of the week and times):Click here to enter text.

Appendix 1 – Minimum Sponsorship Rates

Single Adult (18 years and older)

Startup Cost \$1160 **Monthly Living Expenses** \$781

Adult Couple (with or without children)

Startup Cost **Monthly Living Expenses**

2 – 1845	2 – 1352
3 – 2405	3 – 1400
4 – 2965	4 – 1454
5 – 3515	5 – 1506
6 – 4085	6 – 1533
7 – 4645	<i>family sizes 7+</i>
8 – 5205	<i>increased as needed</i>
9 – 5765	
10 – 6325	

Single Parent (any number of children ages 0-17)

Startup Cost **Monthly Living Expenses**

2 – 1720	2 – 1136
3 – 2235	3 – 1184
4 – 2840	4 – 1238
5 – 3400	5 – 1290
6 – 3960	6 – 1317
7 – 4520	<i>family sizes 7+</i>
8 – 5080	<i>increased as needed</i>
9 – 6015	
10 – 6200	

Maternity Allowance

\$75 per month issued from the date and /or receipts of medical note from a doctor to the date of birth

(not to be applied retroactively to beginning of pregnancy)

On receipt of doctor's note the mother will also receive a **onetime** payment of **\$200** to be used in the purchase of maternity clothing

Newborn allowance

\$750 to be paid **1-2 months** prior to the birth due date, this money is to be used to purchase necessities for the baby such as a crib, stroller, etc.

NOTE: These imbursements will added automatically to the family's regular direct deposit and should be discussed with the family before they are received

SETTLEMENT PLAN – Form IMM 5440

Section C - SETTLEMENT NEEDS - DETAILS

1. Accommodation:

a. Temporary Accommodation:

Family will stay here: enter temporary housing arrangements when arrive in Canada. The family will be driven directly to enter the address. Describe the residence here: [ie.] The residence is a four bedroom home plus two bedroom finished basement with separate entrance. The basement accommodation meets all local by-laws to house a family of four. With one spare bedroom on the upper level, the 5 family members will be comfortably accommodated at this residence. The plan is to temporarily house the family for at least a month till permanent accommodation arrangements are finalized within the area of enter location of the resettlement.

b. Permanent Accommodation:

Constituency group (CG) has been actively working and searching for affordable housing options. Settlement agencies within resettlement area have been contacted and different options are being explored including low income housing. Permanent residence within resettlement area is a focus.

“_____” is taking a lead to explore affordable options ensuring an accommodation is sought that is close to the CG/sponsors.

2. Names of the person volunteering for the settlement:

a. “_____” will perform the following volunteering activities

- Apply for Social Insurance Number
- Apply for Ontario Health Insurance Plan
- Apply for interim Federal Health Coverage (IFH)
- Apply for Canada Child Tax benefit
- Help open Bank Account
- Help support getting drivers license.
- Keep CG information about the settlement progress

- “_____”
- Will Introduce family to other church/community members
- Provide moral and spiritual support to the family members
- Research different housing options and advise on best suitable accommodation.

- Contact Settlement agencies
 - Keep (church) board members informed about the settlement progress
- b. “ _____ ”
- Contact other community churches to raise support & funds
 - Getting family involved into [religious or other] activities.
- c. “ _____ ”
- Assisting with language training and Canadian acculturation
- d. “ _____ ”
- Help support getting drivers license.
 - Drive to appointments
- e. “ _____ ”
- Help enroll children to school
 - Arrange transportation for the children to and from school
 - Provide information on nearest library/employment centers.
 - Information on public transport
- f. “ _____ ”
- Collect and transport in-kind donations (furniture, mattresses, kitchen items etc.) to the family's home.
 - Willing to take any additional responsibility as need arise.
- g. “ _____ ”
- Support family with driving to [religious] or other events.

BUDGET FAMILY		One Time	Month to Month Expenses											
	Startup cost	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12	
Transportation														
Public Transportation	-	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	
Household														
Rent	-	\$ 1,400	\$ 700	\$ 700	\$ 700	\$ 700	\$ 700	\$ 700	\$ 700	\$ 700	\$ 700	\$ 700	\$ 700	
Furniture	In Kind Donations													
Beddings	In Kind Donations													
Kitchen utensils	In Kind Donations													
Supplies (detergent/cleaner)	\$ 100.00				\$ 50			\$ 50			\$ 50		\$ 50	
Mops / dustbins etc.	\$ 100.00													
Other Household Supplies	\$ 250.00				\$ 50			\$ 50			\$ 50		\$ 50	
Groceries	\$ 600	\$ 600	\$ 600	\$ 600	\$ 600	\$ 600	\$ 600	\$ 600	\$ 600	\$ 600	\$ 600	\$ 600	\$ 600	
TV/ Microwave	In Kind Donations													
Utilities														
Phone - Home	\$ 200	\$ 30	\$ 30	\$ 30	\$ 30	\$ 30	\$ 30	\$ 30	\$ 30	\$ 30	\$ 30	\$ 30	\$ 30	
Internet	-	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	
tv	-	\$ 40	\$ 40	\$ 40	\$ 40	\$ 40	\$ 40	\$ 40	\$ 40	\$ 40	\$ 40	\$ 40	\$ 40	
Miscellaneous														
Clothing	\$ 500													
Winter Cloths & Boots	\$ 725													
School Expenses	\$ 450													
TOTAL	\$ 2,325	\$ 2,320	\$ 1,620	\$ 1,670	\$ 1,670	\$ 1,670	\$ 1,584	\$ 1,720	\$ 1,620	\$ 1,670	\$ 1,670	\$ 1,670	\$ 1,670	
POTENTIAL INCOME														
Temporary Job		\$ -	\$ -	\$ 500	\$ 500	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	
TOTAL		\$ -	\$ -	\$ 500	\$ 500	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	
INCOME SUPPORT NEEDED FROM SPONSORS		\$ 2,325	\$ 2,320	\$ 1,620	\$ 1,170	\$ 1,170	\$ 670	\$ 584	\$ 720	\$ 620	\$ 170	\$ 170	\$ 170	
ESTIMATED FUNDS REQUIRED		\$ 10,579												
EMERGENCIES		\$ 2,000												
TOTAL FUNDS TO BE RAISED		\$ 12,579												

Refugee Monthly Report

Today's Date:
Constituent Group or Family Representative:
Name of Representative completing this form:
Name of Refugee:
When was your last contact with the refugee or his/her family sponsor?
Was your last contact by: Phone Choose an item. In Person Choose an item. By Email or Letter Choose an item. Other: (Please describe how you made your last contact)
Has the Refugee applicant been contacted by the Canadian Visa Office? Choose an item.
If so, what was the nature of the contact? If the contact was by written correspondence or by email, please forward a copy of the correspondence to the [redacted] (SAH name)
What if any action was taken by the applicant?
Has there been either a change or proposed changes in family composition? If so, please explain. This may include serious relationship that might lead to marriage, pregnancy, and death of a family member...
Are you aware of any new protection concerns such as imprisonment, attacks etc.
Are you aware of any health concerns?
Representatives please report any changes to your personal contact information such as address/phone numbers Is there any other information that you have to share.

Please Note: whenever there is any communication from the Visa Office to the applicant, the SAH rep should be contacted immediately. The applicant should also forward any document material to the SAH for review before submitting anything to the Visa Office.
Thank you!

Dear Sponsoring Groups:

We have received arrival notifications for students travelling from Malawi, Jordan, and Thailand, and anticipate receiving confirmation of flights for those coming from Kenya soon! Committees should be prepared to welcome students anytime between August 19th to 30th. We will send the travel itineraries to local committees as soon as we receive them from the International Organization for Migration. As such, Primary and summer contacts should check their e-mail regularly in the next few weeks so that important information and time-sensitive tasks are addressed in time.

It is important to note that it is the responsibility of the primary and/or summer contact to inform their local committee of the students' arrival date.

As you prepare to welcome your new student, please refer to Chapter 7 of the [SRP Guide for sponsoring groups](#) on "Arrivals and Orientation". Additionally, here are a few tips for success:

BEFORE ARRIVAL

- **Get to know your student(s)' country of origin, Asylum, and culture:**

<http://www.intercultures.ca/cil-cai/countryinsights-apercuspays-eng.asp>. Find out what cultural and religious norms exist with regards to greetings, living arrangements, etc. (See attached document for feedback from previous sponsored students as it relates to handshakes and greetings at the airport)

- **Plan an orientation with your new student and local committee:**

- Don't forget that this is as much an opportunity for you to learn from your students as it is for them to learn from you! Mutual cultural awareness is a key to preventing misunderstandings! Refer to the [pre-departure guide](#) for sponsored students as a guideline of topics to review.

- **Put together an arrival basket/kit**— Students will need bedding, a towel, basic toiletries etc. upon arrival. They will have been given a very small allowance for food during their travels but it is a good idea to have snacks on hand where they will be staying. Suggested items for the welcome basket:

- Toothbrush & toothpaste
- International calling card (with instructions for using the phone from their residence)
- Snacks and drinks/water
- Map of campus
- Information about the city/transit system, local settlement service office
- School t-shirt (if not already included in welcome package)

- **Plan for meals and groceries** – Keep in mind that cafeterias may not be open in the first couple of weeks of the students' arrival and many foods found at the grocery store may be new to your student. Note, also, that students will have varying levels of cooking abilities, may have dietary restrictions (Eg. Halal, no pork), and will likely be new to "Canadian" food and names of meals.

FIRST 24 HOURS

- **Look after the student's basic needs:** food, a shower, and **sleep!!** Keep in mind that you may have to explain things like how to operate appliances, shower etc. (though this may also not be the case)
 - **Enable the student to contact relatives back home.** Help the student access email, or if s/he would rather use a phone, give her/him a phone card.
 - **Provide the student with contact information** for several members of the Local Committee and for WUSC's national office and tell them how they can contact you (including dial-out codes, whether they need to use area code or not, etc.)
 - **Notify the SRP team in Ottawa that your student(s) has/have arrived.** Please notify Asni for students from Kenya and Thailand (asni@wusc.ca) or Michelle for students from Malawi and Middle East (mmanks@wusc.ca);
- **Give the student some breathing room upon arrival.** The student has just spent over 24 hours traveling and is likely to be very tired from the long journey. Give the student time to settle in before planning a social activity.

WITHIN THE FIRST 2 WEEKS

Before doing any of the following, make photocopies/scans of all documents that the student brought with them and keep them somewhere safe. You may need them later!

Please ensure the student has been in contact with Asni (asni@wusc.ca) if he/she has come from Kenya or Thailand, or Michelle Manks (mmanks@wusc.ca) if he/ she has come from Malawi or the Middle East.

Please give your student(s) the welcome package that was picked up in Ottawa by your leadership meeting representative. **NOTE:** If you did not have a representative at this year's leadership meeting, the package will be mailed to your student(s).

Ensure student has signed up for a S.I.N and help them open a bank account.

Ensure s/he has signed up for the Interim Federal Health (IFH) Program (see below for more details) **within the first 10 days!**

After IFH has been applied for, apply for provincial health care.

With the student, establish and review their budget for the year and ensure s/he has been educated on his/her financial responsibilities, and a bank account has been set up for him/her

Set-up a meeting for your student to meet with an academic advisor, and inform them of the last day to add/drop courses. Ensure that his/her number of courses will not interfere with access to the future student loans.

Ensure the student is aware of the availability of medical services , and how these can be accessed

Ensure your student has a proper orientation (see the SRP guide for tips and suggestions)

Review Chapter 7 on “Arrivals” (pages 29-34) in the SRP Guide for Local Committees:
<http://assets.wusc.ca/Website/Resources/StudentRefugeeProgram/srpguide.pdf>

Forward photos and stories from your recent arrivals to Asni or Michelle (with consent of the student), as well as copies of SRP-related media articles that have been published.

Applying for Interim Federal Health (IFH) card

This card provides medical coverage for your sponsored student until their provincial medical coverage becomes valid. Please make sure that your student is registered for IFH **within ten days after arrival**. Note it is recommended you **apply for a S.I.N before** you make an appointment to apply for IFH as they will require the original copy of the Single Journey Document.

To obtain the card, please download the form and instructions from the CIC website: <http://www.cic.gc.ca/english/information/applications/ifh.asp>. Note that you will also need to submit a passport-sized photo with the application. If you have questions after you have read the instructions, please feel free to call or e-mail Asni or Michelle.

***** Please don't forget to subsequently apply for provincial medical coverage for him/her as soon as possible.*****

Applying for Permanent Resident Card (PR):

The student will either receive a form that s/he must submit to the address indicated with the documents package they receive upon arrival, or will have provided the details necessary at the port of entry. We have advised the students to provide the address of the Primary SRP Contact (indicated on the Intent to Sponsor form) if they are requested for an address at immigration. If they receive a package and are asked to submit the forms for the PR card after their arrival and they know their address, it is advisable to use that address instead.

Important reminder about ethics and the student's right to anonymity and confidentiality

Respecting the student's privacy and their right to anonymity on campus is very important, and violating this can have negative effects on your relationship with them. Here are some common mistakes made in the first few weeks that should be avoided:

- **DON'T Refer to Sponsored Students as "refugees" or the Refugee Student.**
As new Permanent Residents to Canada, they are officially no longer refugees. Please do not refer to them as such unless otherwise specified by the student.
- **DON'T Use their name or photo in any articles** you write about the SRP or their arrival without their consent. When seeking consent, they should be made aware about the "reach" (i.e. the number of people who might read the story) of the media.
- **DO Seek their consent before introducing them as your sponsored student** to partners on campus, professors, or others who are not on the immediate local committee.
- **DON'T Share photos of your student** with anyone (even on Facebook) without their consent
- **DO review the Refugee Sponsor [Code of Ethics](#)** created by the Canadian Council for Refugees. You may want to turn this into an agreement that can be signed by those involved in the SRP so that everyone is aware of these important considerations!

Stay tuned later in the month for the September reminders!

That's all for now, but please do not hesitate to contact us if you have any questions!

- The SRP team

Dear sponsoring groups:

Happy International Volunteer Day!

As you wrap up the semester during these busy last few weeks of the year, please don't forget the following SRP related tasks:

- Please ensure sponsored students have plans for the holidays and a large enough allowance to purchase food while the cafeteria is closed.
- Ensure the student knows how to obtain their grades for the fall semester
- Help your student register for courses in the Winter semester and make any necessary changes to their schedule
- If you're having a referendum this year and you haven't already let me know, please send me an email before tomorrow (December 6th)

Please also take note of the following reminders:

Permanent Residence Cards

By now, SRP students should have received their Permanent Resident cards unless they were asked to send additional photos or information or an error was made at their point of entry. If the student on your campus has not yet received their card, please assist them in retrieving it by going to the link below and going through the process with them.

<http://www.cic.gc.ca/english/information/applications/prcard-lost.asp>

Post-arrival session for Sponsor Students

Every year a post-arrival session is offered to sponsored students who attend the International Forum. This year, WUSC and CECI International Forum will be held in Montreal from January 23rd to 25th.

<http://internationalforum.ca/>

This session will allow newly arrived students in Canada to meet and discuss the challenges and talk about their experience in Canada. This session will take place Sunday, January 25, 2015 at the same time as the SRP national training (9:00AM-1:30PM). Some Local Committees have budgeted an amount in their 2014-2015 Intent to Sponsor form in order to send the sponsored student from their campus to this session. If you are unsure if you have budgeted for this expense, please contact me.

SRP Finances and budget review

Now that the first semester is almost over, it is a good time to review the sponsorship budget with the student on your campus and make any adjustments that may be needed for the next semester. Please don't forget that the budgets that were submitted to WUSC during the intent to sponsor form process last year are considered to be official in the eyes of WUSC and Citizenship and Immigration Canada, and should not be altered without notifying WUSC Headquarters. If you're unsure what your campus committed to for this year's sponsorship, please don't hesitate to contact me so that I can send you your campus' intent to sponsor form from last year.

Note: Many students have indicated that they are not aware of the details of their budget for the year, and of what options exist for financial support once their sponsorship is over. This can be a source of unnecessary stress, and it is important to be transparent with students about their budget and what will be available in the future so that they can properly plan for their education in their 2nd year. Please go over this with the student and inform them of how the committee will assist them along their way to financial independence.

Contribution Funds and Intent to Sponsor Forms

Thank you to those who have submitted their intent to sponsor forms. Unless you have asked us for an extension, please ensure that your form is submitted ASAP if it hasn't already been sent. I will be reviewing them in the next few weeks and will get back to committees with questions or confirmation of approval as soon as I can.

In the New Year, we will send invoices for the contribution fund, which is due January 30th, 2015. Please don't forget to send the Statement of Understanding with the signatures of your support committee at the same time. Details for submitting both can be found in the "submit form" tab of the online Intent to Sponsor Form. Please take note that your cheque should be made out to WUSC with your campus mentioned in the memo line, and should be sent to the SRP's attention.

Travel Loans

Sponsored students' travel loan bills will be arriving shortly! This mandatory in-kind "loan" is issued by Citizenship and Immigration Canada (CIC) to all resettled refugees and covers their cost of travel, pre-departure medical exams, and Canadian Orientation Abroad training. The final bill for the travel loans is usually sent to sponsored students within 3-6 months of their arrival and can cost up to \$3000. Most local committees have factored this expense into their SRP budget (if you're not sure, contact Catherine), but those who do not include it should assist their student in contacting CIC to establish a repayment schedule. Failure to repay the loan in due time can have a long-standing impact on a sponsored student's credit rating and ability to acquire loans in the future, and can affect WUSC's standing with CIC.

If your LC covers the cost of the student's travel loan, please photocopy the cheque that you send to CIC and give the photocopy to the sponsored student to retain it for his/her files.

Need Inspiration? Check out the CCR Network's Speak-Up! Videos

Here are some inspiring videos made by youth from CCR youth network. Happy viewing!

<http://ccrweb.ca/en/speak-up/inmyownvoice>

<http://ccrweb.ca/en/speak-up/reclaimhonour>

That's all for now – All the best on end of semester projects and final exams!!

FIRST PERIOD CHECK-IN
Sponsor report

Name of Family:
File #:
Sponsor/Constituent Group:
Contact Person:
Address & Phone/Fax/E-mail:
Date Returned:

*On behalf of the [SAH name], thank you for sponsoring _____.
The hospitality, compassion and friendship your group is providing to the family during this transition period will be a gift they will remember always.*

Now that the family has arrived, your work has begun. As your Sponsor Agreement Holder, we want to keep in touch to follow the settlement of the family and be a support to you, the sponsors, in whatever way we can. We will ask you at several points during the year to complete reports and send them to us. Thank you for taking a few minutes to complete this form.

1. Please provide information on all members of the family, including information about their registration in schools, language instruction, employment (if any), IFH and their general well-being at this point. Please list below or attach a separate sheet with the information.

2. Are there any medical or dental issues you were unaware of for any members of the family? Respecting confidentiality issues for your family, in general terms can you identify whether major treatment costs will be incurred by your sponsor group?

3. If not covered by [provincial health care plan], have you contacted Interim Federal Health regarding funding of the treatment. If so, what was the response?

4. Are there any particular issues about the sponsorship, either for the family or for the sponsor group, that you have concerns about at this point?

5. Please indicate any changes to your sponsor group with names, telephone numbers and e-mail addresses if available.

6. You completed a settlement plan at the time of your application to sponsor. Have you made any revisions to the settlement plan? If so, please identify.

Please note address and contact information for _____ as of the date of issue of this information sheet.
(_____)

Name _____

Address _____

Telephone _____

E-Mail _____

Thank you for completing and returning this update. Should you require any assistance or wish to discuss any aspect of your sponsorship please feel free to contact me [SAH representative] at the [SAH name]: [SAH email] or [SAH phone number]