### Responsibilities of the Sponsor Circle Umbrella

<table>
<thead>
<tr>
<th>Number</th>
<th>Responsibility</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Communicate with the Sponsor Circle</td>
<td>The SCU will commit to communicating with the Sponsor Circle on matters including, but not limited to, the matched newcomer, arrival of the newcomer, and any program changes announced by the Community Sponsorship Hub or the U.S. government.</td>
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<tr>
<td>2</td>
<td>Vet and certify the Sponsor Circle</td>
<td>The SCU will review applications submitted by the Sponsor Circle, and formally certify the Sponsor Circle if the Sponsor Circle meets program criteria to sponsor. The SCU will provide feedback and guidance regarding the Welcome Plan as necessary.</td>
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<td>3</td>
<td>Notify the Community Sponsorship Hub of the certified Sponsor Circle</td>
<td>The SCU will notify the Community Sponsorship Hub if a Sponsor Circle has been certified, or alternatively, if it has been refused due to failure to meet program requirements.</td>
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<td>4</td>
<td>Provide ongoing support and guidance</td>
<td>The SCU will provide ongoing advice and support to the Sponsor Circle when questions or challenges arise. The SCU will intervene if necessary, including providing relevant resources.</td>
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<tr>
<td>5</td>
<td>Collect and review surveys or required reports</td>
<td>The SCU will ensure that the Sponsor Circle completes any program required reports or surveys. The SCU will review the Sponsor Circle’s reports or surveys and conduct appropriate follow-ups to any serious issues raised.</td>
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<tr>
<td>6</td>
<td>Coordinate with the Community Sponsorship Hub</td>
<td>If serious challenges emerge that cannot be resolved and lead to the Sponsor Circle breaking down, the SCU will immediately inform the Community Sponsorship Hub of the issue and work together to find an appropriate solution. The SCU will also serve as a liaison with state and national stakeholders, as necessary.</td>
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RESPONSIBILITIES OF THE SPONSOR CIRCLE

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

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

3. **Fundraise.** The Sponsor Circle will likely need to fundraise to generate the level of resources needed to support the newcomer(s). For the Sponsor Circle Program for Afghans, the Sponsor Circle must fundraise at minimum $2,275 for each Afghan newcomer it plans to welcome.

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

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

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

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

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