

Budget Planning Sheet

Start-up Items	Cost:	Source:	Questions to Consider
Rent Deposit			Is rent at a level the newcomer will be able to afford after sponsorship ends? Budget for reasonable rent costs during the year, unless the newcomers are very close family members that will live permanently with relatives already in Canada
Furniture/ Linens			Use donations and second-hand stores.
Household Supplies and Staples			Gather and purchase household supplies, including dishes, cooking utensils, staple foods, and basic cleaning supplies.
Clothing			Ensure adequate winter clothing for each family member. Show newcomers how to make use of second-hand and bargain stores.
Telephone Installation			Decide whether to fund long distance calls and, if so, to what extent.
Total Start-Up			
Monthly Costs:	Cost/ month	Source	Questions to Consider
Rent			Budget for reasonable rent costs during the year.
Utilities			Include electricity, heat, and water.
Food			Take into account the newcomers' need to have some national foods in his / her diet. Help newcomers to comparison shop and buy in bulk.
Transport			Look into bus or metro passes.
Clothes			Show newcomers how to make use of second-hand and bargain stores.
Phone / Post			Remember that the newcomer will need to communicate with family and friends back home. Investigate phone cards.
Supplies			Take into account laundry and cleaning supplies, as well as toiletries.
Health			Plan for special needs, and costs not covered by provincial health insurance or Interim Federal Health (IFH). Include provincial health insurance fees if applicable.
Discretionary			Pocket money, recreation.
Education			School trips, books, day care to allow parents to study English and to look for jobs.
Reserve			Allow a minimum extra of 5% for unanticipated expenses.
TOTALS:			

Arrival and Orientation Checklists

CHECKLIST: Immediately Before & Upon Arrival

<input type="checkbox"/>	Who will meet the newcomers? (Must be available on short notice at any time of day.) Backup, in case greeters are not available.	<input type="checkbox"/>	Provide appropriate written information in newcomers' own language (something very brief).
<input type="checkbox"/>	If it is a Joint-Assistance Sponsorship, coordinate closely with the settlement agency contracted by CIC to provide the initial orientation. Newcomers may initially stay in a reception centre.	<input type="checkbox"/>	If appropriate, take photos at the airport.
<input type="checkbox"/>	Is interpreter needed at airport? Is interpreter available on "stand by"?	<input type="checkbox"/>	Provide a chance to go to the bathroom at the airport before piling into cars.
<input type="checkbox"/>	Provide newcomer with names and phone numbers of group members.	<input type="checkbox"/>	Take newcomers to where they are staying.

Orientation CHECKLIST

FIRST 24 HOURS Assist Newcomers, if necessary to...		FIRST FEW DAYS Assist Newcomers to...	
<input type="checkbox"/>	Know how to use things in their house or apartment (e.g. different types of faucets, telephones, and basic household equipment can be confusing to figure out, and objects such as fire alarms may be unknown).	<input type="checkbox"/>	Complete and submit the SIN, medical coverage, IFH application and Child Tax Credit forms you collected earlier.
		<input type="checkbox"/>	Understand both their and your rights and obligations regarding sponsorship.
<input type="checkbox"/>	Know how to contact someone at all times (this may entail learning how to use a pay phone). If their English is poor, you can develop a "warning" system, where the newcomers can call someone with a code word, and whoever receives the call will know they need help.	<input type="checkbox"/>	Have a tour of the immediate neighbourhood and help them learn how to get around.
		<input type="checkbox"/>	Shop for food and clothing.
		<input type="checkbox"/>	Receive any needed medical attention (you may want to suggest setting up an appointment for a physical examination soon after arrival).
<input type="checkbox"/>	Call their family at home. Explain whether, or to what extent, your group is willing to cover long distance calls.	<input type="checkbox"/>	Open a bank account and begin the budgeting process. Explain the sources of funds and the expectations around managing money.

Orientation CHECKLIST- First Weeks and Months

FIRST FEW WEEKS & MONTHS: Assist Newcomers, if necessary to...			
<input type="checkbox"/>	Look for permanent housing.	<input type="checkbox"/>	Receive employment counselling and begin job search.
<input type="checkbox"/>	Enroll children in school.	<input type="checkbox"/>	Understand rights and obligations regarding loans, and loan repayment.
<input type="checkbox"/>	Complete a language assessment and enroll in ESL classes.	<input type="checkbox"/>	Be aware of family law, parenting obligations and finding childcare.
<input type="checkbox"/>	Become oriented to life in the community including shopping, public transport, settlement services, recreation and culture	<input type="checkbox"/>	Be aware of culture shock, family stresses, and effects of crisis.