

CG Readiness Checklist

After your CG is ready to proceed with a private sponsorship, there are some important preparations to put in place as you move forward with the sponsorship process. Below is a checklist of the items that World Renew will have discussed with you on the phone. We are offering you this checklist as a reference in your preparations and planning for the sponsorship. Please ensure that you implement each of the items. If you have any questions about the checklist, do not hesitate to email rwalker@worldrenew.net or call 1-800-730-3490.

- Refugee Sponsorship Committee is in place. See **APPENDIX: “[Guidelines for Forming a Refugee Sponsorship Committee.](#)”**
- CG has an active Safe Church, Plan to Protect, or equivalent policy.
- The CG’s Safe Church, Plan to Protect, or equivalent policy has been reviewed by the Refugee Committee and the elements related to Refugee sponsorship have been added as required.
- Refugee Committee members and volunteers directly involved with refugees have received Vulnerable Sector screening. These Vulnerable Sector screening documents are kept on file at the church.
- CG’s insurance company has been notified of intention to sponsor refugees.
- CG board has passed a motion approving refugee sponsorship and the motion is documented in church council minutes.
- All Refugee Committee members respect the confidentiality and privacy of the refugee(s) they are sponsoring, i.e. not releasing names, photos, or personal details about the Principal Applicant / family members prior to receiving permission from the refugee(s). (see **APPENDIX: “[Confidentiality and Privacy](#)”**)
- Fundraising plan has been developed and implemented. Please ensure to budget according to RAP Rates. RAP Rates can be found here:
<http://www.rstp.ca/en/sponsorship-responsibilities/resettlement-assistance-program-rap-rates/>

- Refugee Committee has discussed the settlement planning.
- Refugee Committee has researched and consulted with resettlement agencies and services in the local community (ESL, job readiness), and have asked what populations are already settled in the community, and what populations are currently being settled.
- Refugee Committee has discussed housing/ accommodations including the option of temporary and permanent housing.
- Refugee Committee has reviewed the online training webinar, “Overview of Private Refugee Sponsorship” offered by the Refugee Sponsorship Training Program (RSTP). Committee members have been encouraged to review other online training webinars offered by RSTP (<http://www.rstp.ca/en/resources/videos/>).
- Final destination and closest airport have been identified.
- If working with a co-sponsor, the “[Guidelines for CGs Working with Co-Sponsors](#)” document (see **APPENDIX**) has been reviewed, signed, and returned to World Renew within two weeks of receipt of the document from World Renew.