



**Engage
to Change**

FAQs for Resettlement Agencies

Updated February 2024



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Who is this resource for? Resettlement agencies (RAs)

How should RAs use this resource? This FAQ is intended to address questions resettlement agencies may have about using the Engage to Change [Guide to Recruiting Co-sponsors from the Corporate World](#). These resources will support resettlement agencies to recruit corporations to participate in the Engage to Change co-sponsorship initiative. Topics covered within this FAQ document include program guidelines, roles and responsibilities, and feedback mechanisms.

Program Requirements

Are there requirements for my resettlement agency to participate in the Engage to Change co-sponsorship initiative by using these recruitment tools?

Before recruiting corporate partners to participate in this initiative, consider the following recommendations and requirements to determine if this project is a good fit for your RA.

Recommendations:

- Capacity to onboard multiple co-sponsor groups in a short period
- Staff capacity and an understanding of working with best practices
 - We recommend using the [Partnership Exploration and Readiness Inventory tool](#) in the General Program Participation toolkit to assess your preparedness in these areas. We have found that preparation before engaging corporate volunteers is key to the mutual success of the co-sponsorship group and the local resettlement agency.

Requirements:

- Existing or newly launched co-sponsorship program
- Adoption of the [Community Sponsorship Essentials Training for Co-sponsors](#) to complement any additional localized training (additional description below)
- Participation in light-touch surveys throughout the designated project period to provide feedback on the Engage to Change program

What is the Community Sponsorship Essentials Training?

Community Sponsorship Essentials (CSE) is a training tool for community sponsorship programs to provide greater access to information for those welcoming refugees through the U.S. Refugee Admissions Program and other newcomers. This online tool was developed by Community Sponsorship Hub (CSH), Refugee Welcome Collective (RWC), and Welcome.US in response to a clear need for a comprehensive, foundation-setting program that could be utilized by all organizations managing community sponsorship programs. The training has a specific track for co-sponsors and all co-sponsors that are recruited through this initiative must complete the CSE training.

Our resettlement agency has its own community sponsorship training. Is it a requirement to use the CSE Training?

Yes. The CSE training was developed to highlight and reinforce best practices in the community sponsorship space and is a requirement for co-sponsors and resettlement agencies participating in Engage to Change.

Is there support available to help our office adopt the CSE Training?

In addition to this [Adoption Guide](#), Refugee Welcome Collective has [technical assistance](#) experts available to help you integrate the training into your co-sponsor onboarding process.

We recommend that the total length of training that co-sponsors are required to complete is 6 hours or less, noting that the CSE training typically takes users approximately 4 hours to complete.

Are there reporting requirements to participate in Engage to Change?

To help gauge the impact of our collective efforts and refine our strategies for the betterment and sustainability of resettlement programs nationwide, Welcome.US requests that RAs share key metrics, including corporate partner recruitment numbers and subsequent co-sponsor group recruitment numbers, through the Refugee Welcome Collective's annual survey mechanism.

How will feedback be incorporated into improvements and the overarching project reporting?

The feedback you provide in the RWC surveys will be compiled alongside other participating agency feedback, summarized, and submitted to the U.S. Department of State.

Funding

Can we ask the corporate partner to fund their employees' co-sponsorship participation fee?

Apart from fostering volunteer opportunities for their staff, corporate collaborators can also play a generous role in community philanthropy. As you develop relationships with your corporate partner, invite them to consider donating to or matching the funds for the employee co-sponsorship program participants, removing a potential obstacle for employees interested in volunteering.

Roles & Responsibilities

How do I explain Engage to Change to corporate partners?

Engage to Change is an initiative supporting the growth and sustainability of resettlement programs nationwide by engaging civic organizations and corporations in co-sponsorship. Co-sponsorship is a form of community sponsorship in which individuals from a community, faith, employee, or other group join together to welcome a refugee newcomer family they are paired with into their community, providing them with the initial services they need to rebuild their lives in the U.S. Co-sponsor groups work in collaboration with a local resettlement office for the duration of their co-sponsorship work.

Through this project, our resettlement agency is recruiting and supporting corporate partners to engage their employees in co-sponsorship to help welcome refugees into our community. We firmly believe that collaborative efforts, both here locally and at a national scale, can help us increase our ability to welcome newcomers and help them thrive. The Engage to Change co-sponsorship initiative is led by [Church World Service](#) and [Welcome.US](#).

Can this RA location recruit corporate partners for Engage to Change?

As with typical co-sponsorship, corporate partners and employees located within 100 miles of your office are eligible to participate.

If you are engaging a mid- to large-sized company interested in participating in Engage to Change in multiple locations, we may be available to support you in your co-sponsor recruitment efforts. Please reach out to info@refugeewelcome.org to learn more.

Are there any formal agreements?

1. Your agency or office will not be required to enter into a formal partnership agreement with Welcome.US or RWC to access the [Guide to Recruiting Co-sponsors from the Corporate World](#) resources. (See above for program and reporting guidelines related to your relationship between your office and the Engage to Change initiative.)
2. We recommend as a best practice that you enter into an agreement with corporate partners you recruit through this initiative to outline each party's role. This is helpful in particular for parties new to co-sponsorship or long-term volunteer efforts. A [partnership agreement template](#) is provided in the *Corporate Partner Recruitment toolkit*.
3. Once formed, co-sponsor groups will be expected to follow your policies and sign a co-sponsorship agreement with your agency as applicable.

What are the roles and responsibilities of each party?

General responsibilities of each party's involvement in Engage to Change include, but are not limited to:

Welcome.US

- Provides RAs and local RAs with template materials for recruitment of corporate partners and employee co-sponsors through the [Guide to Recruiting Co-sponsors from the Corporate World](#)
- On a case-by-case basis, collaborate on storytelling, external promotion, and publicity
- Provide consultancy services for eligible mid to large-scale companies, with a focus on companies interested in engaging in more than one location in the U.S.

Resettlement Agency

In addition to administering your agency's existing co-sponsorship program:

- Utilize the Engage to Change [Guide to Recruiting Co-sponsors from the Corporate World](#) resources as appropriate to recruit new corporate partners into the existing co-sponsor program
- Integrate the [Community Sponsorship Essentials training](#) into required onboarding for co-sponsor groups
- Report the number of corporate co-sponsor groups recruited using the Engage to Change [Guide to Recruiting Co-sponsors from the Corporate World](#) through the annual RWC reporting mechanism

Corporate Partner(s)

The Corporate Partner can be expected to:

- (May) provide funds or matching support for participating co-sponsor groups (see section above on funding)
- Promote opportunities to employees, and confirm co-sponsor groups
- Provide support for co-sponsor groups before and during the co-sponsorship period, as needed
- Collaborate with RA on storytelling, external promotion and publicity
- On a case-by-case basis, collaborate with Welcome.US on storytelling

Co-sponsor Group(s)

In addition to adhering to your agency's existing co-sponsorship program, co-sponsor groups may be asked to:

- Contribute to corporate and resettlement agency storytelling efforts, as appropriate

Services

What services would local RAs be expected to provide?

Apart from the mandatory adoption of the [Community Sponsorship Essentials training](#), no supplementary services or adjustments are mandated for an office participating in Engage to Change, beyond the scope of your existing services. Our recommendation is to consider staff capacity and availability to create a supportive environment that co-sponsors and corporate partners would want to come back to before agreeing to pursue this partnership and recruitment method.

Is there additional co-sponsorship program support available to RAs?

For technical assistance related to your co-sponsorship program, we encourage you to utilize the expertise available through Refugee Welcome Collective's [technical assistance](#) offerings. Some examples of topics include program design and management; designing or using program policies, agreements, and forms; monitoring and evaluating co-sponsorship programs; building understanding between case managers, co-sponsorship staff, and co-sponsorship groups.

Marketing

What kind of marketing, promotional, or storytelling activities will be involved?

A key component of the Engage to Change initiative is to share successful co-sponsorship stories to inspire others to participate. Welcome.US may contact RAs to partner on larger storytelling efforts to help promote engagement across different communities and constituencies. Additionally, we encourage you to share impactful corporate co-sponsor success stories by sending them to partners@welcome.us.

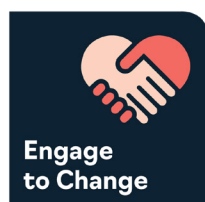
Additional Information

Our office has recruited a corporate partner but they may need additional support, beyond what we can offer, to launch co-sponsorship as an initiative for their employees. Can you help?

If you are engaging a mid- to large-sized company interested in participating in Engage to Change in multiple locations, we may be available to support you in your co-sponsor recruitment efforts. Please reach out to info@refugeewelcome.org to learn more.

I am interested in learning more about launching a corporate recruitment process utilizing the Engage to Change resources. What should I do next?

We are so glad you are excited and ready! You can get started today using the Engage to Change [Guide to Recruiting Co-sponsors from the Corporate World](#). If you are an affiliate office, we recommend letting your national RA know that you will be using these resources.



Engage to Change is a project of Church World Service's Refugee Welcome Collective in partnership with Welcome.US under an agreement paid for by the U.S. Department of State.

