

Annual Training & Engagement Plan

for Reception & Placement (R&P) Capacity Building FY25

Technical Assistance

Connect with our community engagement experts for one-on-one or group support!

Our experienced team of experts is available to talk with you one-on-one or facilitate group discussions. We can help with troubleshooting, planning, brainstorming, and general discussion on topics and issues related to community sponsorship, volunteerism, and community engagement. We tailor our sessions to your needs, and our technical assistance is free!

To book a session, visit the Refugee Welcome Collective (RWC) [website](#).

Program Support Resources

Access RWC's comprehensive resources to support every stage of implementation of a community sponsorship program. These materials, accessed more than 31,000 times, include self-paced training, guides, manuals, *WelcomeWorks*, and more.



NEW

Check out RWC's [State-by-State Resource Map](#) – an interactive tool for community members, staff, and refugee newcomers to explore resettlement services in their state and community. Share the map with volunteers and sponsors and encourage them to contribute information.

Training & Knowledge Sharing

Last year, over 50,000 learners engaged with RWC's training resources. Access our self-paced training [here](#), including our new *Community Sponsorship Building Blocks* series, and join monthly webinars such as RWC's *Lunch and Learn* and *Sounding Board* series. These sessions cover a wide range of topics for community members and resettlement staff.

Explore our [Calendar of Events](#) for upcoming topics, dates, and times.



PLEASE NOTE

To be responsive to a fluid environment, some topics and engagement opportunities may be subject to change. Refugee Welcome Collective will notify you as soon as possible of any changes to programming.

NEW: Community Engagement Staff Exchange



The Community Engagement Staff Exchange, or the Exchange, is an online platform designed by RWC for national and local resettlement agency staff whose roles include community sponsorship and community engagement. Through resource sharing and purposeful communication, the Exchange will serve as a dynamic space for engagement, learning, and collaboration.

The Exchange will be rolled out by RWC on December 5, 2024. RWC sends out invitations to join the Exchange to all users identified.

Additionally, RWC members, who are part of a collaborative group of community sponsorship (CS) experts from national and local resettlement agencies (RAs) dedicated to advancing refugee resettlement efforts across the United States, will invite staff whose roles include community sponsorship and community engagement from their networks to join the Exchange. Finally, local agency directors can also invite their staff to join the Exchange. [Check out the flyer](#) and/or contact RWC at info@refugeewelcome.org to learn more or join the Exchange.

Program Support Resources

Refugee Welcome Collective program support resources meet you where you are and help you grow to where you want to be with community sponsorship and community engagement. This comprehensive resource list is organized by phase – from design and planning to management and implementation – so that wherever you are in your community sponsorship program, you can find resources tailored to your needs.

Program Design & Planning

The following resources are designed to support national and local resettlement staff set-up or expand community sponsorship programs.

- [Ready, Set, Launch! Training for Designing and Managing a Co-sponsorship Program](#)
- ★ **NEW!** [Ready, Set, Launch! Workbook](#)
- [Ready, Set, Launch! One Pager](#)
- [Community Sponsorship Technical Assistance Explainer](#)
- [Models of Welcome: World Learning \(video\)](#)

Program Management

These resources have been created to help national and local resettlement community sponsorship staff manage community sponsorship programs.

- [Facilitator's Guide to Communities of Practice](#)
- [WelcomeWorks](#)
- [WelcomeWorks One Pager](#)
- [WelcomeWorks Manual for Local Offices](#)
- [WelcomeWorks Manual for Sponsors and Volunteers](#)
- [Questions to Guide Collaboration Between Community Sponsorship Staff and Case Workers](#)
- [Core Service Checklist for Co-sponsorship Groups](#)
- [Sample MOU](#)

Program Implementation

The following resources can be used at different periods throughout the implementation of community sponsorship programs.

Recruitment

- [An Overview of the Sponsorship Journey \(video\)](#)
- ★ **NEW!** [Co-Sponsorship Video](#)
- [Community Sponsorship Explainer](#)
- [Sample Automated Email Responses for Community Sponsorship Inquiries](#)
- Coming soon! [Recruitment Toolkit](#)
- Working with Corporate Partners
 - [Guide to Recruiting Co-sponsors from the Corporate World](#)
 - [Step-by-Step Guide: Forming Corporate Partnerships](#)
 - [Partnership Agreement Template](#)
 - [Storytelling and Communications Template](#)
 - [Recruitment Activities and Recruitment Email Template](#)
 - [FAQ for Corporate Partners](#)
 - [FAQ for Resettlement Agencies](#)
 - [FAQs for Co-sponsors](#)
 - [Partnership Exploration and Readiness Inventory](#)

Onboarding

- [Community Sponsorship Essentials Training](#)
- [Community Sponsorship Essentials One Pager](#)
- ★ **NEW!** [Community Sponsorship Building Blocks One Pager](#)
- [Community Sponsorship Building Blocks](#)
- [Fundraising Guide for Community Sponsors](#)
- [Community Sponsorship Manual](#)
- [Community Sponsorship Manual - Editable](#)
- [Taking a Strengths-Based Approach](#)
- [Refugees Overview](#)
- [Group Roles](#)

Program Period

- Coming soon! [Refugee Onboarding Package](#)
- [Newcomer's Planning for Sponsorship Pack](#)
- [Five Tips for Newcomers Working with Community Sponsors](#)
- [Food Supply List](#)
- [Home Supply List](#)
- [Home Evaluation and Safety Checklist](#)
- [Materials Needs List](#)
- [Arrival Meeting Guide](#)
- [Midpoint Meeting Guide](#)
- [Transition Meeting Guide](#)
- [Newcomer Sponsorship Plan](#)
- [Newcomer Transition Plan](#)

Calendar of Events

October 2024 – September 2025

October 2024

**Monday,
October 28**

12:00-1:00 p.m. ET

7:00-8:00 p.m. ET

Lunch and Learn: Trauma-Informed Care for Sponsors

Join us for an interactive webinar on Trauma-Informed Care designed to empower participants with the skills to define and apply trauma-informed practices within the refugee context.

Audience: community sponsors, volunteers, anyone interested in refugee resettlement

November 2024

**Tuesday,
November 12**

2:00-3:00 p.m. ET

Sounding Board: Gaining Internal Agency Buy-in for Sponsorship and Volunteerism

This Sounding Board will explore how to communicate the value of community engagement to agency staff and what strategies can be taken to ensure a whole-of-office approach to partnering with sponsors and volunteers.

Audience: community sponsorship and engagement staff

**Monday,
November 25**

12:00-1:00 p.m. ET

7:00-8:00 p.m. ET

Lunch and Learn – A Warm Welcome: Refugee Panel

This inspiring Lunch and Learn will feature firsthand stories from refugees, showcasing the profound impact of community support on their successful integration.

Audience: community sponsors, volunteers, anyone interested in refugee resettlement

December 2024**Tuesday,
December 3**

2:00-3:00 p.m. ET

**Sounding Board: Self-care for Community
Engagement Staff**

This Sounding Board will explore different types of self-care that can be incorporated both during and outside of office hours. Participants will also consider effective boundaries.

Audience: community sponsorship and engagement staff

**Monday,
December 16**

12:00-1:00 p.m. ET

[Register](#)**Lunch and Learn – Advocacy Part I: Informed
Conversations About Refugee Resettlement**

The first session in a two-part Advocacy series, this Lunch and Learn will equip participants with valuable knowledge and skills to effectively share about refugee resettlement in conversations with friends and family. Participants will learn best practices for entering conversations around resettlement, especially how to correct misinformation and reframe common messaging.

Audience: community sponsors, volunteers, anyone interested in refugee resettlement

**Tuesday,
December 17**

2:00-3:30 p.m. ET

Q1 RWC Membership Meeting

The Refugee Welcome Collective (RWC) Membership is a collaborative group of community sponsorship (CS) experts from national and local resettlement agencies (RAs) dedicated to advancing refugee resettlement efforts across the United States. The RWC Membership provides critical insights into CS-related topics, helps set priorities for CS programs, and contributes their knowledge and expertise to key RWC training and support, as well as improve CS programs across the United States.

Audience: RWC Members and RWC staff

January 2025

**Monday,
January 27**

12:00-1:00 p.m. ET

[Register](#)

7:00-8:00 p.m. ET

[Register](#)

Lunch and Learn – Advocacy Part II: Engaging in Your Local Community

The second session in a two-part Advocacy series, this Lunch and Learn will share tools for staying informed and actively engaged in everyday advocacy for refugees in our local communities. Participants will learn successful avenues and tactics for resettlement advocacy with civic, community, corporate, and national partners.

Audience: community sponsors, volunteers, anyone interested in refugee resettlement



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February 2025

**Tuesday,
February 4**

2:00-3:00 p.m. ET

Sounding Board: Community Engagement During Uncertain Times

Audience: community sponsorship and engagement staff

**Monday,
February 24**

12:00-1:00 p.m. ET

7:00-8:00 p.m. ET

Lunch and Learn – Translation and Interpretation: Training for Sponsors and Volunteers

Audience: community sponsors, volunteers, anyone interested in refugee resettlement

March 2025**Tuesday,
March 4**

2:00-3:00 p.m. ET

Sounding Board: Communicating Core Services*Audience: community sponsorship and engagement staff***Tuesday,
March 18**

2:00-3:30 p.m. ET

Q2 RWC Membership Meeting

The Refugee Welcome Collective (RWC) Membership is a collaborative group of community sponsorship (CS) experts from national and local resettlement agencies (RAs) dedicated to advancing refugee resettlement efforts across the United States. The RWC Membership provides critical insights into CS-related topics, helps set priorities for CS programs, and contributes their knowledge and expertise to key RWC training and support, as well as improve CS programs across the United States.

*Audience: RWC Members and RWC staff***Monday,
March 31**

12:00-1:00 p.m. ET

7:00-8:00 p.m. ET

Lunch and Learn: Navigating Language Barriers*Audience: community sponsors, volunteers, anyone interested in refugee resettlement***April 2025****April 16-17**United Methodist
Building
Washington, DC**FY25 RWC Member Gathering***Audience: RWC Members and partners*

April 2025**Monday,
April 28**12:00-1:00 p.m. ET
7:00-8:00 p.m. ET**Lunch and Learn: Cultural Humility***Audience: community sponsors, volunteers, anyone interested in refugee resettlement***May 2025****Tuesday,
May 6**

2:00-3:30 p.m. ET

**Live Training: Building an Effective and Manageable
Community Sponsorship and Volunteer Training Plan***Audience: community sponsorship and engagement staff***Monday,
May 19**12:00-1:00 p.m. ET
7:00-8:00 p.m. ET**Lunch and Learn: Building a Strong Foundation through
Boundaries***Audience: community sponsors, volunteers, anyone interested in refugee resettlement***June 2025****Tuesday,
June 3**

2:00-3:00 p.m. ET

**Sounding Board: Empowering Group Leaders
and Effective Management***Audience: community sponsorship and engagement staff*

June 2025**Monday,
June 30**12:00-1:00 p.m. ET
7:00-8:00 p.m. ET**Lunch and Learn: Empowering Group Leaders and Effective Management***Audience: community sponsors, volunteers, anyone interested in refugee resettlement***July 2025****Tuesday,
July 1**

2:00-3:00 p.m. ET

Sounding Board: Building Boundaries*Audience: community sponsorship and engagement staff***Monday,
July 28**12:00-1:00 p.m. ET
7:00-8:00 p.m. ET**Lunch and Learn: Effective Group Management (sponsor panel)***Audience: community sponsors, volunteers, anyone interested in refugee resettlement***August 2025****Tuesday,
August 5**

2:00-3:00 p.m. ET

Sounding Board: Monitoring, Evaluation, and Learning of Community Sponsorship Programs*Audience: community sponsorship and engagement staff*

August 2025**Monday,
August 25**12:00-1:00 p.m. ET
7:00-8:00 p.m. ET**Lunch and Learn: Centering Newcomer Autonomy
and Promoting Self-Sufficiency***Audience: community sponsors, volunteers, anyone interested in
refugee resettlement***September 2025****Tuesday,
September 2**

2:00-3:30 p.m. ET

**Live Training: Equipping Sponsors to Promote
Self-sufficiency***Audience: community sponsorship and engagement staff***Tuesday,
September 16**

2:00-3:30 p.m. ET

Q4 RWC Membership Meeting

The Refugee Welcome Collective (RWC) Membership is a collaborative group of community sponsorship (CS) experts from national and local resettlement agencies (RAs) dedicated to advancing refugee resettlement efforts across the United States. The RWC Membership provides critical insights into CS-related topics, helps set priorities for CS programs, and contributes their knowledge and expertise to key RWC training and support, as well as improve CS programs across the United States.

*Audience: RWC Members and RWC staff***Monday,
September 29**12:00-1:00 p.m. ET
7:00-8:00 p.m. ET**Lunch and Learn: Offboarding and Transition Periods
(sponsor panel)***Audience: community sponsors, volunteers, anyone interested in
refugee resettlement*

Evidence & Impact

- [Collective Insight Today, Collective Impact Tomorrow: Needs Assessment Report](#)
- [Co-sponsorship in Practice: Refugee Newcomer Feedback FY23](#)
- [RWC Baseline Survey Report](#)
- RWC Membership Gathering FY23: [Community Sponsorship: A Transformative Model for Refugee Resettlement in the U.S.](#)
- [Summary Report: Community Sponsorship Training and Technical Assistance](#)
- RWC Membership Gathering FY24: [A Systems Approach to Community Sponsorship in the United States: Leveraging Connection and Collaboration for Sustainable Change in Community Sponsorship](#)