



LUTHERAN IMMIGRATION
AND REFUGEE SERVICE

*LIRS Guide for Sponsoring
Displaced Americans
Hurricane Katrina Relocation*

A publication of
Lutheran Immigration and Refugee Service
700 Light Street
Baltimore, Md. 21230
410/230-2700
www.lirs.org



LIRS Guide for Sponsoring Displaced Americans

Hurricane Katrina Relocation

UPDATE 1: Friday, September 09, 2005, 1:35:03 PM

Visit www.lirs.org for the most recent update to this guide, which will be continually updated as new information becomes available. If you have suggestions, changes, or additions, please contact Denise Peterson, LIRS director for congregational and community outreach at 410/230-2756 or dpeterson@lirs.org.

Contents

1. Introduction to Sponsorship.....	3
2. Things to Consider Before You Sponsor.....	4
3. Initial Needs of the Family	5
4. Connecting Families with Services	7
5. Rebuilding Financial Security	9
6. Emotional and Spiritual Support.....	9
7. Keeping Records	10
8. Forming Your Sponsorship Team	11
9. Sustaining Your Sponsorship Team.....	12
10. Confidentiality	14
11. About Lutheran Immigration and Refugee Service	15
12. Suggested List of Supplies for Displaced Americans.....	16
13. Sample Budget Worksheet	17



1. Introduction to Sponsorship

Congratulations on your heartfelt desire to welcome the stranger.

The unprecedented tragedy of Hurricane Katrina has uprooted thousands of people from their homes, livelihoods, families and neighborhoods. Many of us have responded to this upheaval by offering our communities as places where displaced Americans can find a new place to call home—for however long that might be.

You can be instrumental in helping a family move through these traumatic transitions that go with such life changes. Your organization can sponsor them for a period of time until they are on their feet again.

This brief manual is a work in progress offering guidance on how to sponsor a displaced family to your community. Many of the principles herein are based on decades of service to the international homeless—refugees—who are resettled in the United States through such agencies as Lutheran Immigration and Refugee Service (LIRS) and its sister voluntary agencies. This experience has taught us many things about basic needs, about the stresses and blessings for the sponsoring group and the family being resettled, and about building a relationship that allows the resettled family to live in dignity and move quickly towards independence.

We want to emphasize several things as you consider taking on this adventure of sponsoring a family:

- Put together a sponsoring team within the structure of your church, synagogue, civic club, organization, business or other entity.
- Work closely with and heed the advice of local social service agencies, disaster relief organizations and case managers so the family and your team get as much support as possible.
- Work *with* the new family at all times to set goals and encourage the restoration of a stable life with dignity. Help and assistance should end, but friendships can last a lifetime.
- Seek advice and support from other community groups that are sponsoring families.
- Connect the new family with other families from their home region whenever possible.
- Expect the family's grief and trauma to manifest themselves in a variety of ways. Encourage the use of mental health professionals whenever needed.
- Find and furnish a decent, safe, comfortable apartment or other living quarters that allows the family to be on their own as quickly as possible.
- Respect your own time and resource limits. Work with your team to help everyone stay within reasonable boundaries while helping the new family get established.
- Don't worry if the family wants to move elsewhere. You have been an important part of whatever next steps the family needed to take.
- Respect your new neighbors' freedom to make their own cultural and religious choices.
- Be as flexible as possible.
- Celebrate every success including when the family is self-sufficient again!

As you embark on this very important family sponsorship effort, it can be a life-changing event for you, too. Our first inclination is to respond from our hearts. But we must carefully direct our compassion through planning, teamwork and resources and in order to be effective as we come alongside our hurting neighbors and offer new hope and new life in a new community.



2. Things to Consider Before You Sponsor

Your interest and compassion in sponsoring a family or individual displaced by Hurricane Katrina is an extraordinary step in helping them move on with their lives. Locating safe and appropriate transitional or permanent housing is an important phase in this process.

Until housing is located, it may be necessary to provide short-term emergency shelter—perhaps your church building, another church-owned property or a motel. However, as a last resort people may occasionally choose to house guests in their homes, and we would like to help make that as comfortable a transition as possible.

If you do choose to utilize your home as emergency shelter, we encourage you to carefully think through some issues to ensure that your family and your guests will be a good match. For everyone's safety and peace of mind, following are some important things that we encourage you to consider:

- Understand that the organizations involved in matching private homes with people in need of shelter cannot assume liability for the success of the match.
- Be aware of a variety of factors that may make it best for large families to remain together, for children to remain with parents, for people who have special needs, e.g., the elderly, the chronically ill, persons who have been homeless and non-English speakers, to be housed near support services.
- Be aware that your guests' cultural practices, worship preferences and lifestyles may differ from yours.
- Be aware of any physical or mental health needs of those you are considering as guests in your home and ensure you have the capacity to accommodate those needs in your daily living.
- Ask about your guests' expectations for living with you, and think through with them important house rules or guidelines for your daily living.
 - Is anyone opposed to the use of alcohol or cigarettes in your home?
 - How are children disciplined in your home?
 - How is conflict handled in your home?
 - How do you determine with whom to leave children alone?

If these issues are brought up in the beginning, there will be less chance for miscommunication or hurt feelings later.

- Displaced families need to return to structure and routine in their daily lives. Encourage them to participate in menu planning, shopping, meal preparation and clean up. If your guests are of another culture, be open to trying new foods or ways of preparing meals.
- Your guests have been through events that are unusual, unpredictable and outside the range of their typical experience. Trauma overwhelms our ability to cope and master our emotions. Be prepared to spot signs of potential chemical abuse, domestic violence and child abuse or neglect by referring to the resources at the end of this article.
- Parents and relatives who are caring for children separated from their parents are often exhausted from the work of resettling and handling the family's affairs, and therefore have less time and energy to devote to their children. With guests in the home, your children may also receive less of your attention, so consider planning special activities for all the children during this recovery time.
- Traumatized children typically feel overwhelmed by a sense of helplessness, and their actions may signal that they are having difficulty coping with their situation. Common distress signals include regressive behavior, withdrawal, sleep-related difficulties, personality changes, complaints of aches and pains or reckless behavior. Referrals to mental health professionals may be necessary.
- Remember that reminders of traumatic experiences—even such simple things as seeing clouds, hearing the wind or watching rain fall—may be enough to trigger physical and emotional reactions in both children and adults. Be prepared to offer additional support during these times.



3. Initial Needs of the Family

The most important thing that a sponsoring team can do at this time is to care for initial basic needs and help displaced Americans connect with Federal Emergency Management Agency (FEMA), the American Red Cross, other disaster relief agencies, and available social services in your community including your local Lutheran social ministry organization.

Food and Clothing

Displaced persons will need enough food supplies until food stamps or means to purchase food is available; each member of the family will also need help to receive seasonally appropriate clothing. Your group can supply the basics.

Housing

LIRS recommends that each sponsorship team consider helping families by placing them in their own apartment or other property outside of private homes, no matter how temporary. Families will need at least one month to apply for and receive full government benefits, and will most likely need additional months to start the process of rebuilding their lives. Providing families their own place to live promotes stability and a foundation as they move forward to what lies ahead.

- Many landlords are responding to this crisis. Seek out landlords in your community that may want to assist these families through month-to-month or reduced-rent leases. Be careful not to lease an apartment that may be too expensive for the family to maintain once they become self-sufficient.
- Ensure that any housing, whether an apartment or a shared private home, is safe, decent and sanitary.
- Provide necessary furnishings. A list of suggested donated items can be found in section 12 of this guide.

Health

Address any immediate health concerns as soon as possible. Connect with doctors, nurses and other health professionals in your organization who can help navigate the health care system. Displaced Americans may qualify for Medicaid and the Child Health Insurance Program (CHIP). Please be in touch with local service providers to understand how displaced persons will apply for Medicaid and CHIP.

Cash Assistance

It is important that displaced Americans register with FEMA immediately if they have not already done so. FEMA is now disbursing cash assistance directly to families. Please do not plan to give cash to the family as it may make them ineligible for cash assistance from FEMA. Your team is still welcome to provide in-kind assistance—rent, utilities, furniture, groceries—as long as you pay directly for these items and services. *Please remember that displaced persons may qualify for rent assistance and other assistance from disaster relief programs. Refer to the section 4, “Connecting Families With Services,” for further information.*

Identity

Displaced Americans may have lost forms of identity during the evacuation, and may need to apply for replacement Social Security cards and state-issued photo IDs. Assist the family with applying for new identity documents through one of the recognized disaster relief agencies or, if that is not possible, work through a local social service agency.



Schooling

Once relocated, displaced persons may need assistance with enrolling children in schools in their new communities. Assist the family with contacting the local school district to inquire about the enrollment process and resources for children with special needs.

Guardianship

Relatives who are caring for children—both those who were caring for children prior to the hurricane as well as those who assumed responsibility after the hurricane—may need to apply for guardianship in order to make important decisions for a child that a parent would usually make, including medical treatment and decisions about schooling. The process of getting legal responsibility for a child will vary from state to state, or even from county to county within a state, so contact local social service providers for help with guardianship issues.

Transportation

Your sponsorship team should be prepared to provide transportation to and from appointments with clinics, social service providers, and other agencies where the family may need to go. Please remember to use child seats and take other standard safety precautions.

Provide orientation to public transportation so relocated Americans can have freedom to move about.



4. Connecting Families With Services

Your team and larger organization will have many gifts to offer the displaced families in your midst. Please remember always to work with the new family so they can determine their own recovery path with dignity.

There are also some services that are best provided by professional disaster relief and social service agencies in your community. You will be doing right by those you serve to connect them with appropriate services. A list of priority resources follows.

U.S. Government

The FirstGov.gov website has numerous frequently asked questions that direct you to answers on where services can be found. This is a good one-stop location for many resources for displaced Americans from Hurricane Katrina. Several other U.S. government agencies are included below.

Federal Emergency Management Agency (FEMA)

Help the family register with FEMA online at www.fema.gov/register.shtm or by phone at 1-800-621-FEMA (1-800-621-3362).

A comprehensive list of the services FEMA provides and the rights of individuals in a disaster situation can be found online at www.fema.gov/pdf/about/process/help_after_disaster_english.pdf.

Department of Labor

The Department of Labor has several programs in place to assist those affected by Hurricane Katrina. For information on state applications for a National Emergency Grant to temporarily employ dislocated workers, Disaster Unemployment Assistance, extensions for pension plan filing and more, visit www.dol.gov/opa/hurricane-recovery.htm or call 1-866-4-USA-DOL (1-866-487-2365) 24 hours a day.

DisasterHelp

You may also want to visit www.disasterhelp.gov for disaster information and assistance. This site allows individuals to apply for disaster assistance, has disaster preparedness guides, links to various disaster agencies and organizations, and much more.

American Red Cross State Emergency Management Agencies

Next, you might want to contact your local American Red Cross chapter (www.redcross.org/where/where.html) and your local State Emergency Management Office (www.fema.gov/fema/statedr.shtm), which can direct you to various state disaster relief programs. State Emergency Management Offices can also provide emergency medical services for disaster victims.

Department of Agriculture

The Department of Agriculture's Food and Nutrition Service has a policy for providing meals to school children affected by the disaster. Visit www.fns.usda.gov/cnd/Governance/Policy-Memos/2005-08-31.pdf for more information.

Department of Education

One way to help children regain stability is to enroll them in school in their new communities. The Department of Education is assisting schools serving displaced children with books and other school supplies. For more information visit www.ed.gov/news/hurricane/factsheet.html.



Child Health Insurance Program (CHIP)

Information about accessing low-cost health care for children is available at www.childrensdefense.org/childhealth/chip/state_contacts.aspx.

Local Links to Public Assistance

Assist family with applications for public benefits such as Medicaid, food stamps and cash assistance as needed through state agencies. Contact the First Call for Help program of your local United Way office (national.unitedway.org/myuw/index.cfm) to learn what other assistance is available in your area.

The National Institute of Mental Health

The National Institute of Mental Health has resources on mental health: www.nimh.nih.gov/healthinformation/anxietymenu.cfm.

National Council Against Domestic Violence

The National Council Against Domestic Violence has resources for domestic violence awareness and emergency shelters: www.ncadv.org.

Resources on Guardianship

Information about kinship care, which usually involves care by a member of a child's extended family, may be found through Generations United (www.gu.org). The Bridging Refugee Youth and Children's Services (BRYCS) website provides information about guardianship by state at www.brycs.org/documents/state_guardianship_info.pdf.

Resources on Child Abuse and Neglect

There are numerous resources on child abuse and neglect including BRYCS (www.brycs.org) and the U.S. Department of Health and Human Services Administration for Children and Families (www.nccanch.acf.hhs.gov/index.cfm).

Resources on Child Trauma and Recovery

Guidance for parents and teachers on how children react to hurricanes and how to help them through recovery is available in English and Spanish at www.ncetsnet.org/nccts/nav.do?pid=ctr_terr_hurr_desc.

Guidance for parents and teachers on how flooding affects children and how to help them through recovery is available in English and Spanish at www.ncetsnet.org/nccts/nav.do?pid=ctr_terr_flood_desc.

Information for parents and teachers on how trauma affects learning, and how to help students cope is available at www.ncetsnet.org/nccts/nav.do?pid=ctr_schl_effects.

Information for parents, school personnel and clinical professionals on traumatic grief and supporting children through recovery is available at www.ncetsnet.org/nccts/nav.do?pid=ctr_type_traumatic



5. Rebuilding Financial Security

It will be important for displaced persons to renew their financial security as soon as possible. Again, please refer to resources from FEMA and other agencies as noted above. LIRS believes sponsors can expect to play a role in helping displaced Americans with

- establish or re-establishing credit,
- opening bank accounts,
- accessing state and other employment service programs, and
- finding additional employment assistance.

6. Emotional and Spiritual Support

In the aftermath of Hurricane Katrina, both adults and children will struggle with the emotional impact of such large-scale damage and losses of life. Research has shown that both adults and children who experience catastrophic events show a wide range of reactions.

- Encourage parents to maintain regular family roles and routines, as research has shown that children cope best with trauma when familiar structures are kept intact as much as possible.
- Refer families to mental health services as appropriate. Your community should have a Lutheran Social Services, Catholic Charities or other social service agency that can provide assessments for mental health and family counseling as appropriate. *LIRS does not recommend that your team or larger organization conduct mental health or other social service assessments and case management on your own. Locate a local agency that has expertise in this area.*
- Connect families with appropriate places of worship and resources for spiritual guidance.

Spiritual Considerations

It is natural to share what is important to you, including your faith, with a displaced family. The purpose of sponsorship, however, is to offer caring support to a family in need that is not based on what they believe or a desire to convert them to a different faith. *Proselytizing, i.e., inducing someone to convert to one's own religious faith, is strongly discouraged in sponsorship.*

Some sponsorship teams host a welcome reception for the family at their church or other location. This is a good way for the family to meet church members without pressuring them to attend the church. In all that you do, make sure that they understand your help is not contingent on their participation in your church or a declaration of faith.



7. Keeping Records

It will be important to document the services you have provided in a notebook or case file. This will ensure that there is a record of what a displaced person has received if there is ever a misunderstanding or conflict, or if the person moves away from your area. The case file or notebook should include the following:

- a case note log of all sponsorship team interaction with the family: who visited with whom, about what and when, and what was decided;
- a record of provided cash and in-kind support given to the family;
- a record of public assistance received by the family;
- verification of registration with FEMA and other disaster relief programs;
- verification that the housing for the family is safe, sanitary and in decent repair;
- documentation of referrals to other service providers; and
- a relocation plan or other document that shows the plan for the family as they move forward



8. Forming Your Sponsorship Team

As mentioned before, LIRS encourages a team model of sponsorship as our experience has shown that the work is too great for one family or small group of individual volunteers.

Once several members in your congregation, company or organization have indicated interest in sponsorship, it is time to create a formal team. Keep in mind that the act of sponsorship is one with the goal of helping families to regain independence.

Our experience has shown that successful sponsorship can help families become self-sufficient within six months. The plan for long-term assistance to displaced Americans is still taking shape. Team members should plan on a six month commitment and address any changes to this timeline as needed. Friendships may also arise out of this new relationship, and sometimes continue after the work of sponsorship is done.

Recruiting for Your Sponsorship Team

- Aim to organize a team of at least eight dedicated people.
- Publicize during a meeting or in a newsletter.
- Talk to people directly and invite them to participate.
- Look for people who can commit to the full time period as well as those who want to participate in one-time volunteer opportunities.

Next Steps

- Once your team is formed hold a meeting to consider what kind of commitment the team can make, including specifics of time, money, energy, talents and skills. Agree on a future meeting schedule, a communication plan including a phone tree and e-mail list, group boundaries, and other logistics of working together as a team. At the early meetings directly address each member's level of commitment. Set a date in the future to evaluate each team member's experience and desire for future commitment to the team.
- Don't go it alone if you don't have too! Invite others from your organization looking for a one-time volunteer opportunity to help with a food and clothing drive, a fund-raiser or a welcome reception for the displaced family.

Using the Gifts in Your Organization

- A doctor or nurse in your organization can guide the team in finding local medical services.
- An accountant or financial worker can help with budgeting and rebuilding financial stability.
- A teacher or education employee can tutor children.
- Someone in your organization may have available rental property
- A real estate professional can identify inexpensive housing options
- Retirees can provide transportation to daytime appointments.
- Families with children can assistance enrolling kids in school.

Involving Youth Groups

Suggested activities for youth:

- Organize the clothing, food and furniture drive.
- Raise funds for educational materials toys, or other child-oriented needs.
- Decorate the children's room in the new home.



9. Sustaining your Sponsorship Team

One of the most important aspects of volunteering with a family is self-care. Taking care of yourselves is an important part of being able to continue helping your refugee family in a rewarding, life-enriching way.

Why Self-Care Is Important

You will be drawn to spending time with the family you are assisting. That's a good thing, but as you know, too much of a good thing can become a not-so-good thing. Remember to balance your time accordingly.

You may be asked by the family you are helping or by your organization to provide assistance beyond what you have already agreed to do as a volunteer. While some degree of flexibility may be reasonable, consistent boundaries are important. Do not take on extra duties that may infringe on your own time to the extent that other important responsibilities in your life are neglected.

Overextending assistance may create false expectations of your role in the eyes of those you are serving. The nature of the official response to this disaster is still taking shape, so the roles of various parties are still being sorted out.

Constantly remember that your task is to empower the displaced family to take care of their own affairs. Neither you nor they will achieve this goal if you are doing too much for them. Those instances when the family would find things easier if they asked for your help are often the times most essential to their growth toward self-sufficiency.

In this section we will discuss self-care in three parts: realizing expectations, setting boundaries, and avoiding volunteer burnout.

Realizing Expectations

It is important that your team discusses expectations for your sponsorship experience. Each member of your team should answer some questions regarding expectations:

- Why do I want to volunteer with displaced Americans?
- What do I expect the family's life to be like at the end of our time as sponsors?
- How much time can I commit to the team?
- How will I know that we are making a difference?
- How will I know that I am no longer needed as a volunteer?

It is very important that you maintain realistic expectations of what you can do for the family as they may always have unmet needs. As a sponsor you are only being asked to do what you can, while still maintaining a healthy balance with the rest of the responsibilities and activities in your life.

We do not know how temporary the living situations of each family will be, nor how the final relocation will take shape. The main goal of sponsorship is to assist the family in rebuilding their own life, so you should expect that a successful sponsorship would be relatively short. Within four to six months, a family that has been appropriately supported by a sponsorship team should be able to function independently in their new community.

Setting Boundaries

Sponsorship is not a full-time job. Setting appropriate boundaries at the beginning of your relationship with a family is a critical element of self-care for each volunteer in your team. Your work as a volunteer must be



compatible with your personal life, schedules and goals to ensure that you are giving your time and energy to displaced Americans in healthy ways and holding true to your team's expectations.

You will no doubt become very close to the family and may find it difficult to watch as they deal with the personal struggle of loss and start of a new life. Remember that you should not do everything for your family and should be steadily reducing the amount of assistance you provide. Remind yourselves regularly that this is in the refugees' best interest.

Some possible boundaries your team might consider, and agree upon as a group:

- It is okay to say "no." At some point you will be asked to do something for the family that even they know is beyond your initial commitment. You should be prepared to bring the request back to the team.
- Use team meetings to process members' experiences, catch up on activities, and review next steps. Also use this time to discuss your mutual expectations as team members.
- No individual member of the team should make above-and-beyond commitments without first consulting the team. If a family member is asking you to do something that you know is in addition to your role, politely tell them that you have to speak with the team and you will get back with them. As a team volunteer you are always a representative of everyone in the group, but should not make unilateral decisions that would violate the team's agreed-upon boundaries.
- Do not give the family every team member's home phone number. As you develop personal friendships with the family, keep in mind that your role as a volunteer is the foundation of your relationship. Encourage the family to contact your team leader. In case of emergency the family should be calling 911, not you.
- Do not advise the family on medicine or medical matters.
- Do not accept money from or loan money to the family.

"It's a good feeling to help someone;
it's a better feeling when they don't need your help anymore."
—Pat Friar, *St Paul Lutheran Church; Fort Worth*

Volunteer Burnout

Burn-out is becoming so tired and unhappy with the way co-sponsorship is going that one quits the team or views the experience with overall negative feelings.

To prevent burnout, take care of your team. Successful sponsorship requires observing fundamental principles of teamwork to weather the twists and turns that come with such a challenging, emotional, and inspirational calling:

- During regular meetings, review team expectations and boundaries. Honestly discuss times when boundaries have been challenged or violated.
- Create an open environment where feelings of frustration or conflict among team members can be addressed constructively. Frustrations within the group should not be ignored.
- Focus on success. Who knows how long it will take each and every family from this terrible disaster to recover. Some may take only months while some may take years. Take time to remember your goals and to celebrate what you have accomplished.



10. Confidentiality

Confidentiality is an important practice in health care and social services. Agencies that have access to a client's private information are legally and ethically bound to keep that information restricted to those who "need to know." LIRS upholds this responsibility to honor the privacy of each person displaced by this disaster and calls upon you to do the same.

By law, health care professionals cannot share a person's medical information unless approved by a patient in writing. The persons you are working with may not want you to know about their medical condition, and it is their right to keep this information private. If a healthcare professional wants to share confidential information with you, stop them and remind them of the patients' rights.

Throughout your work you may be privy to personal information that you should not share. Like you, the family you are assisting would not appreciate having their personal medical information shared with their congregation, employer, community or friends. The same applies to Social Security numbers, phone numbers, addresses, or any other information that might be used for identity theft.

Tips for Respecting Confidentiality

- Ask the family what information you may tell others and what they consider private.
- Do not share names, addresses, phone numbers, or personal circumstances without consent.
- Do not share information in the church bulletin or newsletter without consent.
- Even "little" stories shared with friends and organizational members could mean sharing personal information that your new friends may not want shared. Remember their privacy during all conversations.



11. About Lutheran Immigration and Refugee Service

~~The LIRS Mission~~

The LIRS Mission

In response to God's love in Christ, we welcome the stranger,
 bringing new hope and new life through ministries of service and justice.

LIRS, the U.S. Lutheran expression of service to refugees and migrants in America, has been bringing new hope and new life to newcomers since 1939. In partnership with a national network of affiliates, partners, congregations and volunteers, LIRS resettles refugees, protects unaccompanied refugee children, advocates for fair and just treatment of asylum seekers, and seeks alternatives to detention for those who are incarcerated during their immigration proceedings. With initiative and sound stewardship, LIRS seeks creative and lasting solutions to the needs of uprooted people regardless of their race, ethnicity or religious beliefs.



Contracted by the federal government to resettle refugees, LIRS is a partner of the U.S. Office of Refugee Resettlement. Based in Baltimore, LIRS works through a network of 26 affiliates and 20 suboffices throughout the country to welcome the stranger to new life in America. LIRS resettled 9,297 refugees in 2004, making it the largest Protestant resettlement agency in the country.

Because so much of the same expertise that goes into refugee resettlement overlaps with the expertise needed for helping displaced Americans relocate after a natural disaster, LIRS is making every effort to assist in the response to the displacement caused by Hurricane Katrina.

Basic support for LIRS comes from the Evangelical Lutheran Church in America, the Lutheran Church—Missouri Synod and the Latvian Evangelical Lutheran Church in America, as well as Lutheran congregations and individual donors. LIRS relies on extensive volunteer and financial support by parishes across the country to bring new hope and new life to refugees entering the United States.

LIRS is committed to assisting sponsors in this effort. If you have questions, contact LIRS in Baltimore at 410/230-2700 or e-mail lirs@lirs.org. Visit www.lirs.org for additional information and updates to this guide.



12. Suggested List of Supplies for Families Displaced by Natural Disaster

The following is a list you can use to ensure that the families you help to relocate receive all needed supplies. This list is most appropriate for helping families move into their own housing, but can also help volunteers offering their home for a short period of time to ensure that they have enough supplies for their guests.

Furnishings

- mattresses
- box springs
- bedframes as available
- set of drawers or other clothing storage
- kitchen table and chairs
- living room furniture
- lamps

Kitchen Items

- place settings
- tableware
- pots, pans and other cookware
- mixing and serving bowls
- set of kitchen utensils for food preparation and service
- can opener
- high chair and other baby items as needed

Linens and Other Household Items

- one towel and wash cloth per person
- one set of sheets and blankets for each person
- alarm clock
- paper, pens and pencils
- light bulbs

Cleaning Supplies

- dish soap
- bathroom and kitchen cleaner
- sponges, cleaning rags or paper towels
- laundry detergent
- two waste baskets
- mop or broom
- trash bags

Toiletries

- toilet paper
- shampoo
- soap
- one toothbrush per person
- toothpaste
- personal hygiene items as appropriate

Food

- sufficient food supplies and resources to cook or purchase food until food stamps are available



13. Sample Budget Worksheet for Sponsorship of Displaced Families

Use this form to help your team determine how much money will be spent for each month of the relocation process. Without watching your expenses, your team could end up donating more money to the family than you originally planned. This outline can help your finance team keep track of how much money is being spent *each month*.

Expense	Estimated Need Per Month	Combined Disaster Relief Assistance	Your Team's Commitment
Rent and utilities			
Food supplies until food stamps arrive			
Household goods and furnishings			
Clothing			
Phone			
Transportation or fuel			
Other			
Other			
Other			
TOTALS			