



**U.S. COMMITTEE**  
FOR REFUGEES AND IMMIGRANTS  
*NORTH CAROLINA FIELD OFFICE*

# **WELCOME HOME PROJECT TOOLKIT**



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## Welcome Home Project Toolkit: Letter

Dear Prospective Participant,

Thank you for your interest in the [Welcome Home Project](#). Since 2007, groups throughout the Triangle have shared in this experience as a way to make a positive difference in the community and the lives of newly arrived refugees. The project includes securing furniture and household items and setting up the items in a home for an arriving refugee family. Through your participation, you will greatly impact a refugee family by helping them begin their new lives in the U.S. in a home built out of compassion by their new community.

In the enclosed [Welcome Home Project](#) Toolkit you will find tools to assist you as you get started and throughout the duration of the period.

Included in the toolkit is the following:

- Tips for going about the process
- A comprehensive list of goods needed for the set up
- Sign-up Genius Instructions
- Volunteer service record
- Donation record
- Community resources & contact information

Things to consider as you get started:

- You can accept new and/or gently used donation
- All donations are tax deductible
- Allow about a month for furniture and household item collection
- Consider storage options
- Plan for a family of six to eight. More information will be provided on your family closer to move in day
- You can receive apartment keys up to one week prior to arrival

Thank you for your support! I look forward to working with you.

Sincerely,

*Feven Fessehaye*

Feven Fessehaye, Projects Coordinator

## Tips for Housing Set Ups

- Begin by gathering furniture and household items for a family of six to eight. More specific information about the refugee family will be provided as soon as it is received.
- Divide your group into teams based on number of rooms. For example, a kitchen team, living room team, etc. Have each team be responsible for securing the items for their assigned room.
- Seek new and gently used items avoiding more abused items. Always ask yourself, "Would I put this in my family's house?"
- Put early attention towards items that may be more difficult to find (ex. Bed frames and cribs).
- Always mention to potential donors that their items are tax deductible. They will receive a receipt from USCRI within a month of their donation.
- Remember to record volunteer hours and miles driven, and the estimate value of each item collected. These records are crucial to the life of our programs!
- Ask local sellers to give you a discount. Local thrift stores, such as Durham Rescue Mission Bargain Center, may allow for price negotiations as may Craigslist users.
- Ask group members with physical limitation to help by lining up donations or lending garage space for storage.
- Use younger team members (ex. teenagers) on move-in day to assist with home organization tasks.
- Contact USCRI NC early if it appears you may not be able to secure a particular item. We can work together to obtain the missing item.
- Have a yard sale with excess items. Use proceeds to purchase items you are still in need of or to cover potential truck rental costs.
- Allow a couple of days for the actual move-in. This way your group will have additional time if you get behind.
- Report any apartment repairs and/or damage you notice right away!
- Have fun! Enjoy the experience and remember that you are making a tremendous difference for a refugee family.

## List of Goods to be Provided to Refugees

Welcome Home Group:	Set Up Address:
Number of Persons in Household:	Additional Information:

1. Furnishings	Quantity	Notes	Estimated Value
Mattress - Twin/Double *only married couples and small children of the same sex may be expected to share beds			
Box spring			
Bed frame			
Set of drawers, shelves, or other unit appropriate for storage of clothing			
Kitchen table			
Kitchen chair (one per person)			
Couch or equivalent seating (in addition to kitchen chairs)			
Lamp (one per person unless installed lighting is present)			
<b>2. Kitchen Items</b>			
One place setting of tableware (fork, knife, spoon) per person			
One place setting of dishes (plate, bowl, and cup) per person			
Pots and pans; at least one sauce pan, frying pan, and baking dish			
Mixing/serving bowls			
One set of kitchen utensils (such as spatula, wooden spoon, knife, serving utensils, etc.)			
Can opener			
Baby items as needed			
<b>3. Linens and Other Household Items</b>			
One towel per person			
One set of sheets and blankets for each bed			
One pillow and pillowcase for each person			
Alarm clock			
Paper, pens and/or pencils			
Light bulbs			
<b>4. Cleaning Supplies</b>			
Dish soap			
Bathroom/kitchen cleanser			
Sponges or cleaning rags and/or paper towels			

Laundry detergent			
Two waste baskets			
Mop or broom			
Trash bags			
<b>5. Toiletries</b>			
Toilet paper			
Shampoo			
Soap			
One toothbrush per person			
Toothpaste			
Personal hygiene items as appropriate			
<b>6. Food</b>			
<i>Please list all food items</i> Please provide staple foods such as: rice, beans, oil, chicken, milk, eggs, bread, fruit, onions, potatoes, vegetables (including baby food if necessary). Steer away from microwavable dinners and the like.			
Food allowance			
<b>7. Other</b>			
<b>8 Estimated Value Total</b>			

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Volunteer Group Representative (Signature)

# Volunteer Service Record

Group Name: \_\_\_\_\_ Date: \_\_\_\_\_

Date	Volunteer	Service(s)	No. of Hours	No. of Miles

Group Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Documentation of community support is crucial to the life of our programs. Please return this form to Feven Fessehaye, Projects, Coordinator, ( [ffessehaye@uscrinc.org](mailto:ffessehaye@uscrinc.org) ) at the close of the project.*



## Donation Record

Group Name: \_\_\_\_\_ Date: \_\_\_\_\_

Donor Name	Full Address	Items Donation	Condition	Estimated Value

*All donations are tax deductible. Tax receipts are sent directly to the donor(s) the month after the donation record is submitted. If a donor requires more information, have them contact Feven Fessehaye, Projects Coordinator, at 919-334-0072 extn 4005 or [ffessehaye@uscrinc.org](mailto:ffessehaye@uscrinc.org) .*

## Manage your project with Sign-Up Genius!

Why use Sign-Up Genius?

**Welcome Home Project** Teams have found Sign-Up Genius helpful in organizing donations and item assignments. Sign-Up Genius is a free online tool for creating and managing group sign up lists. This tool is particularly helpful for us in the USCRI NC office to keep track of your group's progress and plan to match your team with an arriving family.

*Please contact Feven at [ffessehay@uscrinc.org](mailto:ffessehay@uscrinc.org) if you have any questions about this process. Thank you for your cooperation and support, we hope this tool helps you like it has others!*

To Create Your Team's Sign Up Page:

1. Go to [www.signupgenius.com](http://www.signupgenius.com) .
2. Scroll down the page until you see "Nonprofits Sign Ups"; click there.
3. Scroll down until you see "Manage Donations Lists"; Click "Build a Sign Up."
4. Fill in your first and last name, email address and choose a password. Submit.
5. Navigate through the tabs to create your group's Sign Up page.
6. When you reach the "Date/Time" tab, select "No Specific Date" and indicate a deadline your group aims to complete the project by. On average, teams require about one month to gather all items. Continue.
7. When you arrive to the "Slots" tab, use the List of Goods provided to you in the **Welcome Home Project** Toolkit.
8. Once you have filled in the first five slots, click the box below the table to enter more slots. Continue.
9. Use the Help Comment column on the far right of the table to include special notes about item requirements.
10. When you finish adding items, continue to the Settings page.
11. Select your group preferences and continue to see a preview of your completed page.

To invite team members to Sign Up:

12. At the top of the Preview Page, click "Proceed to Invite and Publish".
13. Enter the email address of your group members.

*PLEASE remember to include Feven Fessehay [ffessehay@uscrinc.org](mailto:ffessehay@uscrinc.org) . This will be helpful for us to match you with client families.*

14. When you finish entering your group member's email addresses and the email text, click "Take my Sign Up Live and Send My Invites!"

15. Your team members will receive an email labeled “Welcome Home Project Invite.” They should click on the link in that email to join the Sign Up and sign up for items.

To sign up for an item:

16. The Sign up page you created will appear when a team member follows the link provided in the invite email.
17. If a member wants to sign up to provide an item, they will click “Sign Up” in that item row.

*Group members do not need an account to sign up for items on the list, however, if they wish to remove their name from an item they must create an account or have the Administrator (you) remove their name from the list.*

To edit a member’s item (if they do not have a Sign-Up Genius account):

18. Find your Administrator’s Toolbar at the top of your page.
19. Click “Add/Edit/Delete People”
20. You can assign that item to a new person, among other options.
21. Click “Save.”

## Contact Information & Community Resources

### USCRI NC Contact:

Feven Fessehaye  
Projects Coordinator  
5 W Hargett Street, Suite 202  
Raleigh, NC 27601  
919-334-0072 extn 4005  
[ffessehaye@uscrinc.org](mailto:ffessehaye@uscrinc.org)

### Community Resources:

Durham Rescue Bargain Center  
10701 Glenwood Avenue  
Raleigh, NC 27617  
919-598-7170

Rescue Treasures Thrift Shoppe  
3220 NC Highway 55  
Durham, NC 27713  
919-484-9014

American Way Thrift Store  
1239 Wicker Drive  
Raleigh, NC 27604  
919-832-0693

Cause for Pause Thrift Shop  
1634 S. Saunders Street  
Raleigh, NC 27603  
919-755-8906

Salvation Army Family Store  
205 Tryon Road  
Raleigh, NC 27603  
919-779-8867