



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 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 this [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
- SignUpGenius Instructions
- Volunteer service record
- Donation record
- Community resources and contact information

Things to consider as you get started:

- New and/or gently used donations are accepted.
- All donations are tax deductible.
- Collection of furniture and household items usually take about a month.
- Storage options may be necessary if you plan to consolidate the items in one area.
- Access to a truck will be important to move the items.
- 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 Smith

Feven Smith, USCRI NC Projects Coordinator

TIPS FOR HOUSING SETUPS

- **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 or stained items, or items exposed to pets or smokers**. Always ask yourself, “Would I put this in my family’s house?”
- Put early attention towards items that may be more difficult to find (e.g., bed frames, mattresses, cribs, etc.).
- 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 (i.e. teenagers) to assist** with home organization tasks on move-in day.
- **Contact USCRI NC early** if it appears you may not be able to secure a specific 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	Est. \$ 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)			
2. Kitchen Items	Quantity	Notes	Est. \$ Value
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			
3. Linens and Other Household Items	Quantity	Notes	Est. \$ Value
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			
4. Cleaning Supplies	Quantity	Notes	Est. \$ Value
Dish soap			
Bathroom/kitchen cleanser			

Sponges or cleaning rags and/or paper towels			
Laundry detergent			
Two waste baskets			
Mop or broom			
Trash bags			
5. Toiletries	Quantity	Notes	Est. \$ Value
Toilet paper			
Shampoo			
Soap			
One toothbrush per person			
Toothpaste			
Personal hygiene items as appropriate			
6. Food	Quantity	Notes	Est. \$ Value
<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			
7. Other	Quantity	Notes	Est. \$ Value
8. TOTAL ESTIMATED VALUE			\$

Volunteer Group Representative Name Signature Date

MANAGE YOUR PROJECT WITH SIGNUPGENIUS

WHY USE SIGNUPGENIUS?

[Welcome Home Project](#) teams have found SignUpGenius to be very helpful in organizing donations and item assignments. SignUpGenius is a free online tool for creating and managing group signup lists. This tool is particularly helpful for us in the USCRI NC office to keep track of your group's progress and to match your team with an arriving family.

Please contact Feven at fsmith@uscric.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 SignUp Page:

1. Go to www.signupgenius.com .
2. Scroll down towards the bottom third of the page and click on "Volunteer Sign Ups".
3. Click on Create a Sign Up.
4. Fill in your first and last name, email address and choose a password. Click Register Now.
5. Navigate through the seven tabs to create your group's Sign Up page.
6. On the "Theme" tab #2, you can search "donation" to get a variety of templates for donated goods. Choose one of your preference. Click Continue.
7. On the "Date/Time" tab #3, select "No Specific Date" and indicate a deadline by which your group aims to complete the project. Generally, teams require about one month to gather all items. Click Continue.
8. On the "Slots" tab #4, use the List of Goods provided to you in this [Welcome Home Project](#) Toolkit and enter the items.
 - a. To reduce the amount of typing (and possible errors), you can also click on "Bulk Import" and copy and paste the first column of the list above on pages 4 and 5.
 - b. Then make the necessary edits for descriptions and quantities.
 - c. Use the Help Comment column on the far right of the table to include special notes about item requirements.
 - d. When you finish adding items, click Continue.
9. On the "Settings" tab #5, select your preferences for your group members. Click Continue.
10. The information you have inputted and selected for your signup will display on the "Preview" page tab #6.
11. If you need to make changes, click on "Edit Further" on the top of the page. If you are ready, click the green button "Proceed to Invite & Publish" on top of the page.

To Invite Team Members to Sign Up:

12. On the “Invite/Publish” tab #7, you can select the method by which to enter your group members’ contact information – either enter it manually or import from your address book. Select your preferences on the page.
13. Once you publish your page and invite your group members, they will receive an email from SignUpGenius inviting them to sign up via a link in the email.
 - a. **PLEASE include Feven Smith, fsmith@uscrinc.org. This will be helpful for us to match you with client families.**
 - b. Your team members should click on the link in that email to join SignUpGenius and sign up for the requested items.

To Sign Up for An Item:

14. The Signup page you created will appear when a team member follows the link provided in the invite email.
15. 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 SignUpGenius account):

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

CONTACT INFORMATION AND COMMUNITY RESOURCES

USCRI NC Contact:

Feven Smith

Projects Coordinator

3824 Barrett Drive, Suite 200

Raleigh, NC 27609

919-334-0072, ext. 4005

fsmith@uscrinc.org

COMMUNITY RESOURCES:

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

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

Salvation Army Family Store

205 Tryon Road

Raleigh, NC 27603

919-779-8867