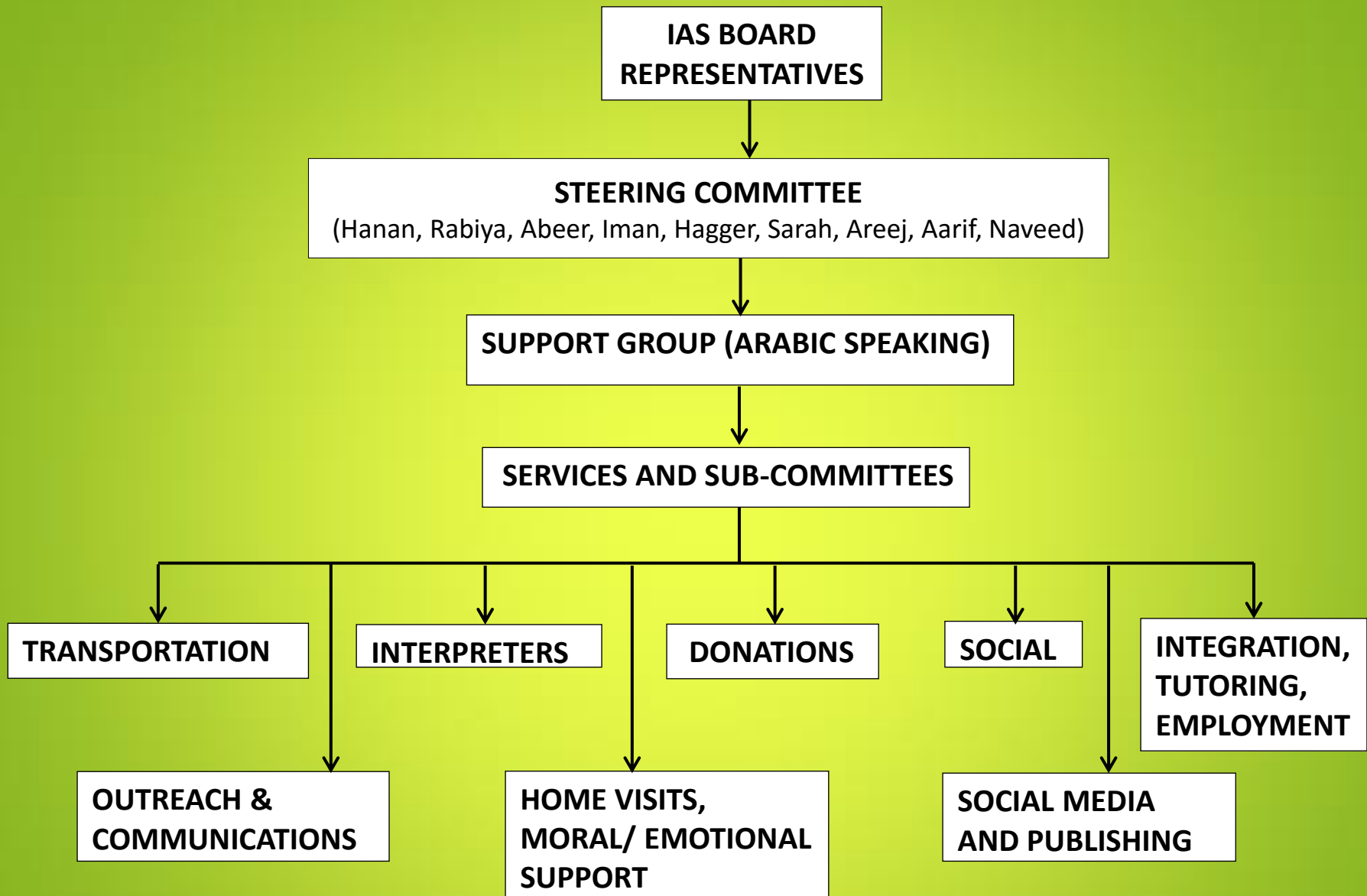


REFUGEE SETTLEMENT PLAN



Islamic Association of Saskatchewan (Saskatoon) Inc.



**IAS BOARD
REPRESENTATIVES**



STEERING COMMITTEE
(Hanan, Rabiya, Abeer, Iman, Hagger,
Sarah, Areej, Aarif, Naveed)



SUPPORT GROUP (ARABIC SPEAKING)



SERVICES AND SUB-COMMITTEES

IAS BOARD

- Support the settlement plan
- Approve all announcements, postings, etc.
- Approve and send out emails to community members on behalf of the steering committee
- Approve of all meetings taking place where IAS will be represented
- Address any complaints from the sponsored families by meeting with the settlement organizations
- Address private issues directly with the appropriate settlement organizations



**IAS BOARD
REPRESENTATIVES**



STEERING COMMITTEE
(Hanan, Rabiya, Abeer, Iman, Hagger,
Sarah, Areej, Aarif, Naveed)



SUPPORT GROUP (ARABIC SPEAKING)



SERVICES AND SUB-COMMITTEES

STEERING COMMITTEE

- Acts as a link between the IAS Board, Support Group and Sub-committee
- Connects with organizations to offer services, as well as collaborating together to plan events that will benefit the sponsored families
- Works together with organizations such as Open Door Society. If any services are needed by these organizations to help the sponsored families, Sub-committee leaders will be contacted immediately to provide these services within their group
- Attends orientation meetings to make the initial contact with the sponsored families and to make them aware of the services that are provided by our Association
- Ensures that all the services are being delivered efficiently



**IAS BOARD
REPRESENTATIVES**



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SUPPORT GROUP (ARABIC SPEAKING)



SERVICES AND SUB-COMMITTEES

SUPPORT GROUP

- Support group will initially have 10 – 15 members which will increase upon arrival of families
- Members will be Arabic speaking for Syrian families, Somali speaking for Somali Families etc.
- Each Member will take responsibility for 5 families
- Support group will ensure that the family's needs are being taken care of
- Families will have a number to contact at all times
- Group members will make home visits and make phone calls to the families to ensure needs are being met

**IAS BOARD
REPRESENTATIVES**



STEERING COMMITTEE
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SUPPORT GROUP (ARABIC SPEAKING)



SERVICES AND SUB-COMMITTEES

SERVICES AND SUB-COMMITTEES

SOCIAL

OUTREACH &
COMMUNICATIONS

SOCIAL MEDIA &
PUBLISHING

DONATIONS

TRANSPORTATION

INTERPRETERS

HOME VISITS,
MORAL / EMOTIONAL SUPPORT

INTEGRATION, TUTORING,
EMPLOYMENT

SUB-COMMITTEES

- The sub-committee is categorized into 8 groups and each group will have 2 leaders.
- Both leaders will have access to the contact information of all volunteers in that group
- Each group will decide on a way of communication that is accessible at all times by all members within that group
- Leaders of each group will be responsible for providing their appointed service as soon as a request has been made.

Example: A family contacts a member from the support group and requests transportation. The member from the support group will then contact the transportation sub-committee leaders with all the information. The transportation leaders will then make arrangements within their group and provide transportation for that family

TRANSPORTATION

- Every volunteer is required to have a class 5 Saskatchewan Drivers Licence and insurance on their vehicle
- Driver should be familiar with areas around Saskatoon and comfortable driving in these areas as well as comfortable driving in poor weather conditions
- If transporting children, the use of car seats is mandatory

INTERPRETERS

- High school education and level 6 LINC (Language Instruction for Newcomers to Canada) is required
- Interpreters should be comfortable speaking in both English as well as language needed to be translated (Arabic, Somali)
- Services are required mostly between 9am-5pm, please specify the time you are available so the lead within your group is aware of your timings

DONATIONS

- Decide on a location where to store donated items
- Organize monthly donation drives
- Collect items that are requested by families
- Ensure that the donated items are in excellent condition
- Organize and categorize the donated items for easy access

SOCIAL

- Organize the monthly social gatherings by working together with members of the social group
- Contact the IAS Board to send out the invite by e-mail or if announcements need to be made
- Members of the group have to set up, clean up and organize food by contacting the community
- Members of the group will provide food items for special events and meetings related to settlement of the sponsored families

INTEGRATION, TUTORING, EMPLOYMENT (preferably Arabic speaking)

- Help families to integrate into Canadian Society
- Hold workshops to inform families about the appropriate etiquettes within Canada
- Help families to use the Transit and how to easily navigate the City
- Introduce them to their nearest Leisure Center and help them with recreational activities and programs taking place
- Help with tutoring for Adults and Children. For ESL, certification is required
- Help to create resumes and look for jobs
- Help families to manage their funds accordingly (bills, shopping, coupons, sales etc.)
- Show the newcomers how to use the IAS website and the Marhaban to Saskatoon website

OUTREACH AND COMMUNICATIONS

MCOOC

- Muslim Communications and Outreach Committee will be responsible for all media related statements and interviews
- One member from MCOOC will take the lead in this group
- Work together with Organizations such as Open Door Society, Global Gathering Place, Churches and Synagogues
- Attend meetings/orientations as IAS Representatives



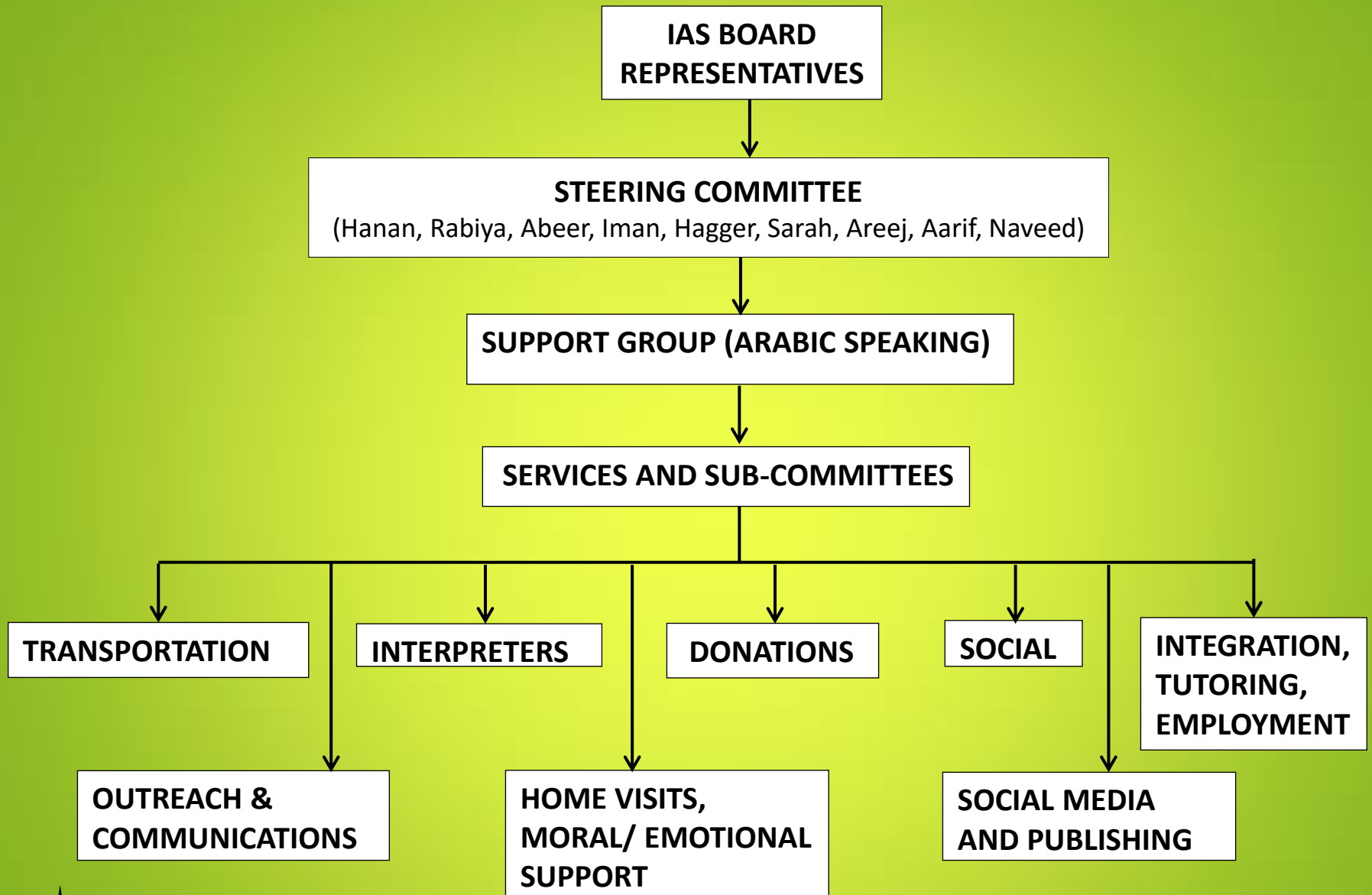
HOME VISITS, MORAL/ EMOTIONAL SUPPORT

- Periodically visit families
- Make Phone calls to families to check up on them
- Ensure family's needs are being met
- Contact sub-committees if a need arises e.g. if a family requests transportation to the masjid

SOCIAL MEDIA AND PUBLISHING

- Gather any information that may be beneficial for the sponsored families
- Any information posted or published must first get approval from the IAS Board
- Update Syrian families registry
- Maps
- Bus Routes
- Brochures
- Posters
- Websites
- Emails
- Facebook





Example of How Support Group and Sub-Committee Will Work

A member (Adam) of the support group will take care of up to 5 families. Adam will exchange numbers with the families and inform the families to contact him if any assistance is required.

A family will contact Adam for a food processor, who will then contact the lead from the donation sub-committee(Hawa) and inform her of the families need for this donated item. Hawa will check within her group and provide a food processor. Adam will then arrange to have this food processor delivered to that family either by himself or will contact the Transportation Sub-Committee Lead to have it delivered.

JazakaAllahu Khairan

Any Questions or Suggestions are Welcome

Please Contact

info@islamiccenter.sk.ca

For More Information

www.islamiccenter.sk.ca



Islamic Association of Saskatchewan (Saskatoon) Inc.