

**ARRIVAL TEAM**

**Goal**

Help provide a culturally appropriate meal & transportation from the airport to our client’s new home upon arrival to the United States!

**Duties and Responsibilities**

*It is encouraged for the volunteer to pick up a culturally appropriate meal prior to arrival.*

* Collect house keys & WR van at the office
* Drive to airport, arriving at least 30 minutes early, parking at correct gate
	+ *Please be aware that there is a $2-3 airport fee. Volunteers can request reimbursement by providing receipt of transaction*
* Search for client that has IOM bag/badge & that matches case size & genders
* Assist with transporting luggage to van
* Drive them to their new home
* Return van & keys to WR office

**Time Requirement**

Airport pick-ups usually take anywhere from 2-3 hours to complete. This is based on arrival delays, family size, and location of new home.

**Requirements**

* Must have a clean driving record
* If you are transporting children, you will be required to ensure they are properly buckled into their car/booster seats.
* All adults will be required to wear seat belts

**ADDITIONAL INFORMATION**

The volunteer will receive the client’s flight information, case size, names, and ages of clients. It is encouraged for the volunteer to consistently check for flight delays on the day of arrival. If it is a later airport pick-up, delays are more probable.

* World Relief address: 4200 South Freeway Suite 408 FTW, TX 76115
* Airport: Dallas Fort Worth International Airport