

# HOME SETUP



You have the opportunity to prepare the newcomer's first home in the US. Once the newcomer's arrival date is set and the lease has been signed, you will be able to set-up their home.

## BEFORE HOME SET-UP

- Create a plan for home set-up
- Gather all items listed in the Material Need Support Form
- Create a welcome sign or sign a welcome card for the family
- Compile a general emergency contact list to place on the refrigerator
- Plan grocery list and shopping for day of set up
- Plan for the culturally appropriate meal for the day of the newcomer's arrival

## DAY OF HOME SET-UP

### What to Bring

- Household items
- Cleaning Supplies
- Water and snacks
- Welcome card or sign (use a magnet or tape on the fridge)
- Emergency contact list

### Tasks

- Purchase Groceries and Culturally Appropriate Meal.
- Clean home: Maintenance crew try their hardest to have units ready before a newcomer's arrival. Often, they will need additional cleaning.
- Set-up home.
- Decorate and add personal touches to the home to create a welcoming environment.
- If you haven't already, complete the Site Visit Housing Checklist.

# HOME SETUP



## Drop-off Location

When arriving at the newcomer's home give them a small tour to orient themselves to their new home. Offer instructions in the following areas:

- How to work the stove, oven, and other kitchen appliances.
- Where their culturally appropriate meal and groceries are.
- Where the fire alarm is, and emergency procedures if the alarm is activated, if they are unfamiliar.
- How to use the stove and microwave (if available).
- Where items such as towels, dishes, and utensils are.
- How to use the faucets, shower, and toilet.
- Where to store clothes.
- How to change the temperature in the apartment.
- How to lock/unlock the doors.
- Emergency contact information.

Disburse the pocket money and have them sign and date that they received it.

Let them know the schedule for upcoming appointments and any information they will need to be prepared for within the next day or so.

The family may invite you to stay and eat. Use your own discretion but it may be best to politely decline in order to allow the newcomers to get some rest.

### REMEMBER TO

- Log your volunteer hours on Track-it-Forward
- Log case notes if required of GNT

### KEEP IN MIND

If you want to invite others to participate in the home set-up, they will need to become an official WR volunteer.