**Purpose:**

To ensure the safety and comfort of refugees while staying temporarily at a volunteer’s home while waiting for permanent housing.

**Policy:**

All volunteers who wish to temporarily host a refugee or refugee family must go through a screening process and sign the Volunteer Hosting Agreement.

**Definitions:**

1. “Guest” refers to the individual, couple or family resettled through the Catholic Charities Oregon Refugee Resettlement program.
2. “Host” refers to the volunteer household welcoming refugees to stay in their home for a limited time post arrival.

**Procedure:**

Screening:

1. Case manager collects information about the family and home, such as names of the family members, ages, genders, family composition, household schedule and housekeeping expectations.
2. Background checks for each adult in the household
3. Home visits and completion of the USCCB Home Safety Checklist per arrival
4. Hosts sign the Volunteer Hosting Agreement
5. Home Insurance
	* It is highly recommended that the host have valid homeowners’ insurance which covers accidents, injuries and incidents within the home for family members, friends and those invited into the home.
	* Hosts assume all risk, property and otherwise, associated with hosting a guest.

Housing Requirements:

1. A private bedroom with furnishings
2. A laundry facility to use
3. Access to a fully stocked kitchen including plates, silverware, glassware, and cooking utensils
4. Bathroom space, private or shared

Guest Composition:

1. Single or couple without children
	* Single adults or adult couples may stay in homes with a shared entrance, a separate accessory dwelling unit (ADU) or attached apartment with a separate entrance.
	* ADUs and apartments must have a bathroom and kitchen/kitchenette accessible within the unit.
2. Families with children
	* Families with children are limited to staying in separate ADU’s or attached apartment dwellings with separate entrances.
	* ADUs and apartments must have a bathroom and kitchen/kitchenette accessible within the unit.
	* Children should not stay in a home with a shared entrance to protect the host’s personal property and the child’s safety (ie, child proofing, breaking valuables by toddlers, etc.), maintain appropriate caregiver roles (volunteers feeling obligated to care for children in their home) and protection from any abuse allegations.

Additional Rules:

1. Guests will sign the Refugee Guest Agreement prior to placement and will have the opportunity to ask questions about the stay.
2. Refugee Services will make every effort to match guests to different cultural navigators, other than the hosts.
3. Guest can stay a maximum of 30 days. If hosts want a longer stay, they assume any liabilities or complications that may occur past the initial 30 day stay.
4. Guests are responsible for providing their own meals and snacks, unless invited by hosts to share meals.
5. Guests are expected to help with basic household chores, such as keeping clean areas used such as the bedroom, bathroom, kitchen, and other common areas.
6. Guests are responsible for their own laundry.
7. Hosts are not responsible for providing transportation. Transportation will be coordinated by case managers when necessary.
8. Smoking will be considered when matching hosts with guests. If a host smokes inside the home, the guest will be consulted about their comfort with staying in the home and if the guest smokes, the host will be consulted with their comfort with smoking and where the guest is allowed to smoke.
9. On the last day, guests will clean their personal area and remove all personal items.
10. In the event of guests causing physical damage to the property, they will pay up to $100 towards repair. All remaining costs will be covered by hosts or their home insurance policy.
11. Hosts have the right to ask guests to leave if they are unable to follow household guidelines.
12. Hosts must not accept any money or any other form of payment from guests.

**Related Policies and Procedures**

**Created by:** J. Whiteford, 8/2021

**Approved:** Dr. Rick Birkel, Executive Director xx/xx/xx

**Attorney Reviewed**: Leah Sykes, 09/03/2021