



## ECAR Implementation Checklist At-A-Glance

(@2025 Every Campus A Refuge)

ECAR Chapters enjoy numerous [benefits](#) while implementing ECAR's goals and [best practices](#). The following checklist should give you a sense of how your Chapter might carry out programming at key stages of a typical ECAR life cycle: the foundational stage; the pre/initial hosting stage; the reception stage; the transitional stage; and the post-hosting stage. Please find other useful materials here: tips on [how to get started](#) and [AHLAN: A Manual for Establishing Resettlement Campuses Together](#), and the [Partnerships for Establishing Resettlement Campuses](#) (PERC) Map Tool.

**\*\*Please note that not all milestones will apply to your Chapter depending on your resources and/or agreement with your resettlement agency partner. You are welcome to use hyperlinked forms as templates, but these should be adjusted depending on the specific terms of your agreement with the resettlement agency.\*\***

- 1) Laying the Foundation. The following example recommendations should be considered as soon as you sign your [Licensing Agreement with ECAR](#); the Agreement allows your college to use the name "Every Campus A Refuge" and receive member benefits. See also tips on [how to get started](#).

Key Milestones	Example Recommendations
Partners with and supports local resettlement agency.	<input type="checkbox"/> Signs <a href="#">MOU</a> <input type="checkbox"/> Vets and trains volunteer <input type="checkbox"/> Ensures confidentiality and privacy <input type="checkbox"/> Volunteers are adequately trained in trauma-informed case management support through ECAR or resettlement agency (RA) trainings.
Builds a robust network of supporters.	<input type="checkbox"/> Holds events to raise awareness <input type="checkbox"/> Partners with campus and community group <input type="checkbox"/> Designates a central point person. <input type="checkbox"/> Trains volunteers through ECAR or a partner organization, incorporating culturally responsive mental health literacy. <input type="checkbox"/> Learn more about how to map your resettlement ecosystem by downloading <a href="#">the AHLAN Manual</a> and finding local partnerships through the <a href="#">Partnerships for Establishing Resettlement Campuses</a> (PERC) Map Tool. <input type="checkbox"/> While Chapters can have a full time staff position to oversee daily operations, many universities use part-time staffing through graduate assistantships/fellowships and student organizations.

Arranges free, safe, and accessible housing.	<input type="checkbox"/> Identifies temporary housing on campus <input type="checkbox"/> Ensures rent and utilities will be covered for the duration of the hosting period.
If in the position to do so, implements a related educational component.	<input type="checkbox"/> If possible, incorporates ECAR into an <a href="#">existing program or class</a> , pursues credit bearing opportunities for student volunteers, or adopts <a href="#">ECAR minor</a> . <input type="checkbox"/> Some examples of department/program partnerships include: Global Studies, Social Sciences, Public Health, Education, etc).

2) Pre/Initial Hosting Stage. The following example recommendations should give you a sense of how your Chapter might support guests prior to and upon arrival.

Key Milestones	Example Recommendations
Supports resettlement agency.	<input type="checkbox"/> Does sufficient preparatory research on hosted guests' culture (e.g. preferred cooking ingredients, greeting etiquette etc.).
Effectively leverages network.	<input type="checkbox"/> Communicates information about arrival and residence with relevant partners.
Prepares free, safe, and accessible housing.	<input type="checkbox"/> Sets up basic furnishings and stocks the house with cleaning supplies, bedding, and culturally appropriate food.
Provides a warm welcome.	<input type="checkbox"/> Picks up at airport (if applicable); provides a culturally appropriate hot meal; orients guests to house and campus.

3) Reception. The following example recommendations should give you a sense of how to support guests within their first three months of arrival.

Key Milestones	Example Recommendations
Supports resettlement agency.	<input type="checkbox"/> Carries out core resettlement tasks as assigned by the resettlement agency (e.g., helps guests apply for benefits).
Protects guests' safety, agency, dignity, and privacy.	<input type="checkbox"/> Ensures that guest information (e.g., origin, housing location) remains classified for the entirety of the hosting period.
Provides access to campus resources.	<input type="checkbox"/> Provides free access to campus facilities (e.g., gym; library) for the duration of hosting period, as needed and requested by guests.
Provides integration support.	<input type="checkbox"/> Practices English with guests <input type="checkbox"/> Tutors children <input type="checkbox"/> Engages family in the community <input type="checkbox"/> Assists with goal setting such as obtaining driver's license.

	<input type="checkbox"/> Supports job readiness (resume-building, work permit applications).
If feasible, incorporates related educational components.	<input type="checkbox"/> E.g. Student volunteers design and implement a resettlement support project, if applicable.

- 4) Transitional Stage. The following recommendations should give you a sense of how to help guests transition to permanent housing off-campus.

Key Milestones	Example Recommendations
Promotes access to safe, affordable housing.	<input type="checkbox"/> Supports guests in identifying desired off-campus housing. <input type="checkbox"/> Assists with lease agreements, tenant rights, and housing applications
Provides integration support.	<input type="checkbox"/> Once the family has moved off campus, checks in periodically to assess ongoing support needs.

- 5) Post-Hosting Stage. The following recommendations should give you a sense of how to maintain connection with former guests who have been in the US for at least one year and to promote institutional longevity of your Chapter, if you plan to continue hosting guests.

Key Milestones	Example Recommendations
Provides integration support.	<input type="checkbox"/> Continues to engage former guest(s) in campus and community activities <input type="checkbox"/> Follow up to support residency applications and higher education plans, if applicable.
Leverages network of supporters.	<input type="checkbox"/> If planning to continue hosting guests, hire a full-time program coordinator, work with a student club, or otherwise create a sustainable infrastructure for program oversight.
Advocates for systemic change	<input type="checkbox"/> Participates in campus, community, city, state, national, and or international advocacy efforts to support refugee admissions, resettlement, and integration.