1. **IMMEDIATELY ON ARRIVAL TASKS**

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| **Required Tasks – Immediate on Arrival (\*Starred tasks should be included in the Newcomer’s Welcome Binder.)** |
| **Task** | **Assigned To** | **Completed** | **Comments** |
| Meet at airport |  | [ ]  |  |
| Basic explanation of who group is and that they are there to help new arrivals\* |  | [ ]  |  |
| Provide home or cell phone |  | [ ]  |  |
| Provide basic safety orientation of new home**\*** |  | [ ]  |  |
| Provide names, contact details and times of availability of group members\* |  | [ ]  |  |
| Provide list of emergency numbers\* |  | [ ]  |  |
| Provide information on 911, nearest hospital and walk-in clinic**\*** |  | [ ]  |  |
| Provide food staples and/or premade meals |  | [ ]  |  |
| Orientation of appliances in new home\* |  | [ ]  |  |
| Provide a small amount of money for unexpected purchases |  | [ ]  |  |
| Phone card provided to allow contact with family and friends back home |  | [ ]  |  |
| Arrange a time to return to home the following day\* |  | [ ]  |  |
| *Additional Tasks Completed:* |  |  |  |
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**2. First Two Weeks Tasks**

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| **Required Tasks – With First Two Weeks (\*Starred tasks should be included in the Newcomer’s Welcome Binder.)** |
| **Task** | **Assigned To** | **Completed** | **Comments** |
| Find permanent housing |  | [ ]  |  |
| Provide newcomers Canadian address and phone number to SAH  |  | [ ]  |  |
| Register for SIN |  | [ ]  |  |
| Register for IFHP (if not already) |  | [ ]  |  |
| Apply for CCB (if applicable) |  | [ ]  |  |
| Register for MSP |  | [ ]  |  |
| Tend to acute medical needs |  | [ ]  |  |
| Neighborhood orientation\* |  | [ ]  |  |
| Expanded home orientation\* |  | [ ]  |  |
| Public transit orientation\* |  | [ ]  |  |
| Register for English classes |  | [ ]  |  |
| Register children in school |  | [ ]  |  |
| Expanded explanation of who group is and that they are there to help new arrivals\* |  | [ ]  |  |
| Explanation of group’s roles and responsibilities to newcomers\* |  | [ ]  |  |
| Explanation of newcomers responsibilities and rights in Canada and to group\* |  | [ ]  |  |
| Provide Welcome Binder\* |  | [ ]  |  |
| Financial meeting\* |  | [ ]  |  |
| Open bank account |  | [ ]  |  |
| Contact SAH or local settlement services to schedule RAP meeting (BVOR cases only) |  | [ ]  |  |
| *Additional Tasks Completed:* |  | [ ]  |  |
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