**Guide to Organizing Citizenship**

**DRIVES**

With Texas AFL-CIO and the Equal Justice Center

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# **Overview**

This manual will describe the responsibilities that every Citizenship Workshop volunteer is required to understand and take into practice during their workshops. This manual will explain the roles that are involved during the educational forums, the clinics, trainings, and everything in between. The manual serves as a guideline of what may have worked in the past, however, it is always open to edits and suggestions and new ideas that could make the team improve.

Who Is Eligible To Become A Citizen

To become a U.S. citizen you must meet the following requirements:

* You must be 18 years of age or older.
* You must have authorization to live and work in the U.S. on a permanent basis (informally known as a green card) for at least five years (or three years, if married to a United States citizen).
* You must have continuous residence in the U.S. for at least five years (or three years, if married to a United States citizen) and be physically present in the U.S. for at least half that time.
* Must be able to read, write and speak basic English.
* Must have a knowledge and understanding of the fundamentals of U.S. history and government.
* You must be a person of "good moral character."
* You must take a loyalty oath to the United States and support the Constitution and form of government of the United States.



# **Working with Partner Organizations**

## Agenda & Audience

A Citizenship clinic is a great event to engage working people in current campaigns and expand political power. The partners involved might have different audiences they wish to engage for a specific purpose.

* Union
* Lawyers
* Immigrant community
* Media
* Volunteers

### Partners:

[Texas AFL-CIO](https://www.texasaflcio.org/): The Texas AFL-CIO is a state labor federation consisting of 235,000 affiliated union members who speak up together in support of working families in Texas. We seek a fair shot for all working people -- union and non-union alike – by working in the legislative and political arenas. We provide support for unions in organizing new members and we coordinate community service, volunteer and educational programs.

Equal Justice Center: The Equal Justice Center (EJC) is a non-profit law firm and employment justice organization which empowers low-income families, workers, and communities to achieve fair treatment in the workplace, in the justice system, and in our shared society – regardless of immigration status.

Citizenshipworks: Citizenshipworks is an online service that guides you safely through every step of your citizenship application.

# **Working As a Team**

## Team Roles

1. Leads
2. Program Integration & Engagement
3. Volunteer Management
4. Media and Social Media (Community Outreach)
5. General Community Outreach
6. Locations Logistics
7. Resources (Food, materials, digital equipment, signs, supplies)
8. Data Tracking
9. Legal Resources
10. **Leads**
* Keeps the team connected, in communication, clearing misunderstandings. Make sure everyone is on the same page. (i.e: encourage people individually to send an email to everyone saying how their task for the week is going; text someone to see how they’re doing, etc.) HORIZONTAL COMMUNICATION (Not just vertical communication)
* Have one on ones with committed members. Coach and mentor growing team members/leads.
* Lead trainings for trainers
* Provide team with resources
* Networks on behalf of the team, introduces leads to people that could help
* Responsible for making sure everyone completes their responsible
* DELEGATES & FOLLOWS UP
1. **Program Integration & Engagement**
* Data management is a key element to ensure individuals who are part of the citizenship workshops are continuously engaged and are followed up with.
* The individual in charge of this role will make sure there is a clear mechanism for capturing participant information and identifying best way to incorporate new works into the union, register new citizens to vote and identify new leaders for local campaigns.
1. **Volunteer Management**
	* In charge of identifying best methods for volunteers to sign up
	* Responsible for planning and setting up Citizenship application trainings before each clinic
	* Responsible for following up with volunteers that attend the clinics and forums
	* Responsible for recruiting citizenship workshop forum and clinic attendees/applicant families
	* Sends Thank You e-mails to volunteers
2. **Media and Social Media (Community/Applicant Outreach)**
	* In charge of creating the flyers promoting the clinics and forums
	* Promotes events before, during, and after
	* Gives media interviews and information

\*\*TIPS: Create flyers as soon as you have confirmed dates for events; this should give community enough time to plan to attend our events.

1. **General Community Outreach**
	* How do you integrate citizenship work into existing union campaigns?
		1. hand out flyers, add to e-newsletter, print newsletter
		2. have one on one meetings with union leaders
		3. incorporate citizenship work to existing social media and online platforms
	* Contacts churches about making announcements at their mass
	* Sends emails to local unions, local churches, immigrant rights organizations, Mexican Consulate if applicable, and other places/organizations where it would be good to flyer
	* Makes sure there is someone flyering at the workplaces during certain days prior to a clinic [makes sure that person is equipped with all materials to table]
2. **Location Logistics**
	* Identify someone who will take care of confirming locations, and sending an email to all the partners regarding the set calendar for the Fall workshops (locations & dates)
		1. Also in charge of asking for cell phone numbers for the people that will be at the location the day of the clinic, that way, if we are locked out, they can call the person who should be aware we are there.

\*\*TIPS: Visit the location a day prior to event to set up. If set up isn’t possible the day prior, then make a mental picture of how set up should be the day of event and arrive earlier to accommodate setup. (Take picture, design map)

1. **Resources (Food, materials, digital equipment, signs, supplies)**
	* Food: makes sure there is food at volunteer trainings, breakfast at Citizenship clinics, and sometimes also lunch for volunteer. \*optional
	* Handouts: Local union members needs to make copies and arrange folders for trainings and folders for clinics. Equal Justice Center & Citizenship Program Coordinator to make sure every handout is up to date.
	* Digital Equipment: Local union should use a projector and white screen forums. In case of an emergency.
	* Signs: Citizenship program coordinator will create laminated signs. Signs include the stations for clinics and Citizenships signs that state “I’ve Applied for Citizenship”.
	* Supplies: Local arranges for printouts and pens needed at each event. Citizenship coordinator to bring Chromebooks, passport camera, etc.
	* List Materials- Highlighters, Pens, Projector, Projector Screen, Passport photo paper, printer, scissors, Blank copy paper, Printer for birth certificate translation

\*\*TIPS:

* After every Citizenship clinic, local unions must help return any items that belong to the Texas AFL-CIO. Other materials need to be accounted for between the team leads to ensure nothing is missing.
* When making copies, do not make more than 100 [as they get outdated often].
1. **Data tracking**
	* Trains other people on how to use LAN software
	* Important for voter registration and engaging new leaders on local campaigns
	* A week after every Citizenship event, they must provide Equal Justice Center with the specific number of participants, lawyers, and volunteers that participated.
		1. Send an email to partners with final data spreadsheet and the debriefing notes.
2. **Legal Resources**
	* This role is taken care of by the Equal Justice Center. They will recruit attorneys who can volunteer at the Citizenship clinics.
	* Person from local should oversee:
		1. Meeting the attorneys at the clinic
		2. Directing all legal questions to attorneys
	* EJC checks that application and materials are updated

# **Forum Timeline and Tasks**

## Before the Forum

SUPPLIES

1. Highlighters
2. Pens
3. Projector
4. Projector Screen
5. Passport photo paper
6. printer
7. scissors
8. Blank copy paper
9. Printer for birth certificate translation

DOCUMENTS

1. N-400 Pre-Worksheet
2. Documents Checklist
3. Private Attorneys / Non-Profit Organizations List
4. Good Moral Character Doc.

## During the Forum

Materials

* Powerpoint (Make sure to update the powerpoint with upcoming events before each event)
* Unions Projector and White Screen and extension cords
* Bring documents mentioned previously to the forum
	+ usually after the PowerPoint presentation or after attorney Q&A, explain each document to attendees.
* Pens, index cards (attorney questions), flyers for Clinic and future forums

Volunteers

* 1-2 Presenters
* 1-2 volunteers for registration
* 1 volunteer to help handout resources
	+ Split the above volunteers to also help with engagement

## After the Forum

* Help put away equipment
* Make sure you leave space the way it was found
* Thank person in charge of location for allowing us to use their space.
* Make sure to debrief about pluses and deltas (you should update manual based on suggestions to keep improving)

# **Clinic Timeline and Tasks**

## Before the Clinic

### More than 1 month before clinic:

* Meet with partners (EJC, Texas AFL-CIO, other unions) & propose dates/calendar
* Find locations to hold all clinics and forums
	+ Reach out to person in charge of making reservations reserve venues
	+ Confirm locations: (create a spreadsheet & organize all dates, times, & locations & final data: CONFIRMED DATES & LOCATIONS)--Please make sure to share with all partners
	+ Create a volunteer sign-up google form
		- For example: <https://goo.gl/forms/B1k06dLcK6Gp2kOZ2>
		- This task is usually done by volunteer coordinator, but all leads are responsible
		- Make sure it’s created at least a month in advance, so that volunteers have enough notice.
	+ Create an applicant registration google form similar to this one:
		- <https://goo.gl/forms/QbdqoOBhUiFwNKdD3>
		- This task is usually done by community/applicant coordinator, but all leads are responsible
		- Make sure it’s created at least a month in advance, so that you have it available at forums and for flyers. -> Flyers must be bilingual
	+ Edit flyers for the confirmed dates and locations
		- Flyers template made by Texas AFL-CIO with EJC logo
		- This task is usually done by community/applicant coordinator, but all leads are responsible
		- Make sure it’s created at least a month in advance, so that you have it available at forums.

\*\*TIP: Try to create flyer as soon as you have all forums and clinics confirmed; this will help in outreach for the events.

* + Sent out final confirmed locations & dates to all partners [along with the flyers for approval]
		- EJC can begin recruiting lawyers
	+ Once flyers are approved by everyone [double checked for errors], send an email to media with our calendar for the semester along with the flyers promoting the next forum and the next clinic.
	+ Send an email to organizations we work with letting them know about the calendar of events

### 1 Month Before Clinic

* Confirm a location for the upcoming clinic
* OUTREACH & PROMOTION [For Volunteers & Applicants]
* Send an email to organizations that we would like to work with. Include calendar of events along with the flyers promoting
* Create Facebook Event for the upcoming clinic. Invite Citizenship workshop team & partners to be hosts (including local union facebook)
	+ **FB event to include a description similar to:**

FOR VOLUNTEERS/PARA VOLUNTARIOS

On Saturday, July 25th, Texas AFL-CIO EJC, and “local union” will be hosting a Citizenship clinic to help applicants fill out their naturalization applications. Are you interested in volunteering?

The shifts will run from 8am till 4:30pm.

For volunteers helping fill out applications, there is a \*\*MANDATORY\*\* training on Thursday, July 23rd from 6-8pm, at Texas AFL-CIO.

All volunteers can attend this training. Please sign up to volunteer in the link below and invite others to sign up with you!

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PARA LOS APLICANTES /FOR APPLICANTS

¿Necesita ayuda llenando su solicitud de ciudadanía?

Venga a esta clínica gratuita donde las organizaciones de Texas AFL-CIO y EJC estarán ayudando a llenar la solicitud. También habrá abogados revisando sus solicitudes~~.~~ ¡Comparta este evento con su comunidad!

La clínica será sábado, julio 25, de 9am a 2pm, en el Segundo piso de ACC Highland Business Center (5390 Middle Fiskville Rd, Austin, TX 78752)

Por Favor REGISTRESE en esta página:

* Invite local unions
* Visit churches/call contacts and ask them if you can have an announcement be made the week at masses on the Sunday before the clinic [also take have info on forums]
* Check that applicant folders have the correct paperwork (Documents that need to be printed will be found on Texas AFL-CIO Citizenship webpage.
* Confirm volunteer training location (for all of the dates, usually the Thursday right before the clinic). → Mandatory for all volunteers to attend at least every 2 months.

3 Weeks Before

* Send e-mail to past volunteers inviting them to volunteer again
	+ you may get names from google form spreadsheet that used to sign up

2.5 weeks before

* Phonebank for volunteers/past applicants inviting them to join the Citizenship clinic team

2 Weeks Before

* Phonebank/Email registered applicants
	+ confirm attendance
	+ answer any last minute questions

1.5 Weeks before

* Send an email to volunteers that signed up for the training

1 Week Before

* Send an email

1-2 days before Volunteer Training

* Review volunteer spreadsheet and roles they are interested in
	+ assign a volunteer as a “role lead”
		- example: Intake lead, Applicant lead, Runner lead, etc.
	+ explain each role lead what their role consists of, so that they can be in charge of teaching/training others on that role.

Day of the Citizenship clinic

* Equal Justice Center Citizenship Training for Volunteers in Application/Intake process

 **Supplies**

* Highlighters
* Pens
* Projector
* Projector Screen
* Passport photo paper
	+ printer
	+ scissors
* Blank copy paper
* Printer for birth certificate translation

**Food**

* + Water
	+ Soda
	+ Enough food for about 40 volunteers (including vegetarian and/or vegan options)
	+ Snacks
* **Volunteer Folders**
	+ Cover sheet
	+ e-Notification G-1145
	+ Aliens Change of Address Card AR-11
	+ N-400 (printed out once approved by attorney)

## During the Clinic

### Registration(6-8 volunteers)

* + Volunteer Check-in: 1 to 2 volunteers will be assigned to register volunteers
		- Volunteers sign confidentiality form
	+ Applicant Check-in - 4 to 5 volunteers will be assigned to register applicants
		- Ask entry form questions
		- Hand out Address Worksheet and explain to applicant that they MUST fill it out ASAP
	+ Lawyer Check-in: 1 volunteer will be assigned to register attorneys
	+ Everyone signs photography release form
	+ Close registration at agreed upon time and put up sign with next clinic information.
		- Once registration is closed or slowed down, ask to see where you are needed.

### Welcome Runner (Arriving at the Clinic ---> Registration; 1 volunteer)

* + Welcome attendees
	+ Number and handout folders
		- Number in order of arrival
		- Check off number in clipboard so you don’t lose track of what number you’re on

### Registration Runner (Registration ---> Waiting area; 2 volunteers)

* + Explain to applicants that they will be called by the number assigned and explain clinic flow as you guide them to the waiting area.

### Waiting Area Engager (2-3 volunteers; hopefully ULI members)

* + Collects stories for Citizenship website/Twitter
	+ Will also explain the process of the clinic and answer any questions for attendees

### Intake Runner (Waiting Area ---> In-take; 1 or 2 volunteers):

* + Checks to see if any red flags are raised at intake tables; tend to those
	+ Takes applicants from waiting area to intake station
		- Call applicants by number.
		- On clipboard, write down the applicant’s name next to their assigned number
	+ Takes birth certificates to translation area, creates copy, and returns the original to applicant

### Intake Station (1 to 2 volunteers per table; 5 tables):

* + Signs agreement form with applicant
	+ Fills out pre-screening form
	+ Organizes documents and copies of supporting materials.
		- If you think there are not sufficient documents, or pre-screening raises a red flag consult with an attorney. Ask for their approval and see if applicant can go on in the process.

### Application Runner (Intake---> Application; 1 or 2 volunteers):

* + Takes applicant from intake to application
		- if application station is full, have applicant wait in waiting area.
	+ Writes down applicant’s name in order of completion from intake station
		- if they are in waitlist call them in the same order

### Application Station(1 to 2 volunteers per table; 5 tables)

* + Fill out cover letter
	+ Fill out G-1145, E-Notification of Application/Petition Acceptance
	+ Fill out Forms N-400
		- Use N-400 Personal Information Worksheet to help in annual expenses

### Passport Photo Station (1 to 2 volunteers; 1 table)

* + Takes passport photo
		- Guide yourself by the Passport Photo Guide
	+ Print and cut out the 2 best pictures; return the rest to applicant .
	+ Place the 2 best pictures with information written on the back inside small manilla folders.

### Lawyer Runner (Application ---> Lawyer; 1 or 2 volunteers):

* + Takes applicant from application to lawyer.
		- If application station is full, take them to passport area
		- If they have taken their passport pictures, take them to waiting area
	+ Write down their name in clipboard in order of completion from Application Station
	+ Explain that everyone MUST see an attorney before they leave the clinic.

### Lawyer Station (1 lawyer per table; tables dependending on supply of lawyers)

* + Reviews all application to ensure accuracy and applicant qualifications
	+ Makes final decision on N-400
	+ Prints completed N-400
	+ Sends those that are ready to exit/check-out area

### Check out Runner (Lawyer ---> Check-out; 1 volunteer)

* + Ask if they have taken their passport pictures
		- If yes, take them to resources area
		- If no, take them to Passport photo station and explain to head to check out area afterwards

### Check out station (1 to 2 volunteers; 1 table)

* + Be on the lookout for applicants leaving!
	+ Take out any documents that may still be in folder and that we need
		- Agreement form
		- Screening Intake Form
	+ Explain mailing process
	+ Give them envelope to mail their application

## After the Clinic

* Volunteers
	+ Send a thank you email to those that volunteered.
* Applicants
	+ Call applicants 2 weeks after to follow up and see if they have sent their application
* Partners
	+ Make sure everyone (EJC; Texas AFL-CIO) has access to debrief notes from the clinic.
	+ Thank everyone
		- Locations
		- Attorneys that volunteered
	+ Rest and prepare for the next clinic