



# IMMIGRANT CONNECTION

Ensuring greater access to high-quality, low-cost immigration legal services throughout the United States

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## IMMIGRANT CONNECTION LAUNCH PATHWAY AGREEMENT Church-Based Immigration Legal Services Launch Process, Principles, & Guidelines

The Immigrant Connection Launch Pathway Agreement (LPA) outlines the parameters of the partnership between Immigrant Connection (IC) and \_\_\_\_\_ (Host Church) to launch a Local IC Site. These parameters are undergirded by key IC values:

### ***We do this together.***

This Launch Pathway entails a (1) Training Partnership and a (2) Financial Partnership, and it requires an investment of time and funds from both IC and **Host Church**.

#### 1. Training Partnership:

- IC provides launch coaching and support as well as standardized training curriculum and materials.
- Host Church commits to moving through the Launch Pathway within the preferred 9–12-month timeframe upwards to the maximum of the 18-month timeframe.

#### 2. Financial Partnership:

- IC invests financial resources for training and staff support.
- Host Church invests a minimum of \$5,000 (Launch Pathway Investment).

### ***We do this with the larger mission and with equity in mind.***

Host Church is not only committing to the mission of IC in their own church and community; Host Church is also committing to the larger mission of IC to bring immigration legal services to more immigrant families around the country, particularly in under-resourced communities. Churches with varying degrees of financial capacity can launch Local IC Sites because the larger movement upholds this mission as it accesses IC financial resources.

- Host Church is expected to assume responsibility for other expenses during the Launch Pathway process.
- Host Church may request grant funds from IC National as are available.

## **TERMS OF THE AGREEMENT**

### ***Joining the Launch Pathway***

Host Church will be able to join the IC Launch Pathway upon submitting the following to IC:

- Signed Immigrant Connection Launch Pathway Agreement (LPA)
- Signed Immigrant Connection Legal Network Memorandum of Understanding (MOU)
- Completed Launch Pathway Investment (minimum of \$5,000)

Once the LPA, MOU, and Launch Investment are completed, Host Church will have access to the following for a maximum of 18 months:

- Standardized training and materials to be used to launch a Local IC Site.
- Coaching and support from the IC Director of Site Launch.

### ***Launch Investment & Expenses***

The Launch Investment made by Host Church as part of this agreement will be invested back into the Local IC Site of \_\_\_\_\_ . Please note: these funds cannot be used for (a) training more than two DOJ legal representatives, (b) site staff salaries, (c) or local equipment/supplies.

Host Church may be eligible for grant funds that Immigrant Connection makes available throughout the Launch Pathway process. Approval of grants will be based on availability and need.

### ***Timeline & Time Limits of the Launch Pathway***

This Launch Pathway agreement will end 18 months from the date the LPA, MOU, and Launch Pathway Investment are completed - regardless of whether Host Church is able to complete the Launch Pathway and submit a Recognition and Accreditation (R&A) application to the Department of Justice (DOJ) within the 18-month timeframe.

If Host Church follows the Launch Pathway as it is designed, there is no reason that it should not complete its application in the 18-month timeframe. If extenuating circumstances arise, it will be at the discretion of the Executive Director of Immigrant Connection and Director of Site Launch whether the Host Church will be allowed to repeat the Launch Pathway.

If Host Church is not able to complete the Launch Pathway and submit a R&A application to the DOJ within the 18-month timeframe, there will be no refund of the Launch Pathway Investment.

If repeating the Launch Pathway is necessary and is approved, the following must be submitted again in order to restart the Launch Pathway process:

- Signed Immigrant Connection Launch Pathway Agreement (LPA)
- Signed Immigrant Connection Memorandum of Understanding (MOU)
- Launch Pathway Investment (minimum of \$5,000)

### ***Local IC Site Name & Branding Guidelines***

A Host Church will establish a Local IC Site name with one of the following formats:

1. Immigrant Connection at (Name)
2. Immigrant Connection of (Name)
3. Immigrant Connection – (Name)

A Local IC Site will follow IC National's policies for branding and communication as outlined in the IC Legal Network MOU and Policies & Procedures Manual.

**SIGNATORIES**

The below signatories have read the terms and conditions as set forth above and agree to comply with all information contained herein.

**Host Church Name:** \_\_\_\_\_

**Host Board Leader Name:** \_\_\_\_\_

Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

**Host Church Pastor Name:** \_\_\_\_\_

Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

**Site Director Name:** \_\_\_\_\_

Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

**DOJ Legal Representative Name:** \_\_\_\_\_

Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

**DOJ Legal Representative Name:** \_\_\_\_\_

Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

**IC National Executive Director Name:** \_\_\_\_\_

Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_