



**IowaWINs**  
Iowa Welcomes its Immigrant Neighbors

## Community Organization Workbook

We Choose Welcome

Elegimos dar la bienvenida

Nous choisissons l'accueil

نَحْنُ نَخْتَارُ التَّرْجِيبَ

[pcusa.org/WeChooseWelcome](http://pcusa.org/WeChooseWelcome)

#WeChooseWelcome

# Introduction

## Purpose

This workbook is based on the formation of the Iowa WINs commission, and the commission's response to the ICE (Immigration and Customs Enforcement) raid in Mount Pleasant, Iowa on May 9, 2018. Much of the commission's response was made possible by the foundations of community developed prior to the raid. The workbook shares some of its early community building work so that other communities who wish may use it to develop their own welcoming initiative. Then they can proactively welcome their immigrant neighbors and in the unfortunate incident of an ICE Raid, they will be ready to respond.

To aid in the process of developing an intentional community, I have gathered information for casting a vision; developing leadership; and planning and implementing community outreach. These sections give practical step by step instructions for successfully carrying out a community mission. The final part of the workbook has lessons and resources Iowa WINs utilized on the go after the ICE raid. This section will include things such as what worked well immediately after the raid. How we worked across state groups for Bond payments, tracking the men detained and resourcing families. We learned a lot in a short time.

Lastly, we will make available to leaders the list of online resources that will aid any community in the aftermath of a raid. This will include some documents we used for intake forms, form letters for politicians, flyers for immigrant rights, power of attorney forms, letters for judges on behalf of immigrants detained and more. Hopefully, this workbook will help your community be ready and welcoming.

14 year old whose dad was detained



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## HISTORY OF IOWA WINs

Iowa WINs (Iowa Welcomes Immigrant Neighbors) was originally established in the fall of 2015 as the Refugee Assistance Commission in response to the Global Refugee crisis. Since its formation, the Commission expanded the Vision and Mission to include immigrants living in our community. The Commission is open and includes community members as well as church members. Below is the vision and mission of Iowa WINs from our website.

### **IowaWINs VISION:**

That the greater Mount Pleasant community would be an inclusive and hospitable community that welcomes people from across the world looking for a new home.

In order to achieve that vision, the MISSION OF IowaWINs is to:

- Identify the issues that newcomers face here, to provide solutions and help integrate them with the community at large.
- Build relationships among the diverse members of our community.
- Build and maintain the infrastructures and sustainable programs that improve opportunity and services now and for future generations of immigrants.
- Provide educational and cultural outlets to the community to learn more about the people (and their needs) who come to Mount Pleasant.

Anyone interested in joining this effort can reach the leadership  
at [iowawinsmp@gmail.com](mailto:iowawinsmp@gmail.com) Follow us on Facebook: [www.facebook.com/IowaWINs](http://www.facebook.com/IowaWINs)

This is a community and church commission- ALL ARE WELCOME!

IowaWINs  
First Presbyterian Church  
902 S. Walnut Street, Mt. Pleasant, IA  
[firstpresbyonline.org](http://firstpresbyonline.org)



## PRIOR TO THE RAID:

At the center of all movement-making strategies is a shared purpose. This is the glue that keeps the community together. Revisiting, clarifying, defining, and committing to a shared purpose is both art and science. It is important to narrow down and define purpose.

- A Vision answer these questions: Why do you exist as a team? What do you believe? How are people learning this? What are the 3-4 words or phrases that define who you are as a team? A vision statement outlines what a company wants to be in the future. i.e.; we will create a welcoming community for all.
  - Once you have a vision for your organization it is time to make plans to carry that vision. A mission statement describes what an organization wants to do now in order to fulfill their vision. For example, if the vision statement is to create a welcoming community for all; then, the mission statement will say how that is done. i.e.; we will create community across cultures through education and community building events.
  - A good exercise is to shorten the mission statement into a short memorable phrase or motto. An example would be what someone may wear on a t-shirt. For instance, "One World, One Family, One Purpose = Equality!" Core Convictions become memorable if they spell a word and/or have symbols and colors associated with them. Create a logo. It creates a memorable marker to let people know they are in the right space whether it is online, at a meeting or on the town square for a community event.
- Setting Goals and Tasks
- A goal is a broad primary outcome. Tasks fulfill the goal. You will have many goals and tasks to carry out your mission and vision. The assigning, recording and reporting of tasks should become second nature so that in a time of crisis it is a way of life.
  - Goals answer the question: "what do we need to accomplish to fulfill our vision and mission?" For example a goal may be to teach the larger community about legal rights. Goals break further down into tasks. Tasks answer the question how will it get done? Tasks are the nitty gritty details of what exactly will be done, by whom, and when. Assigning, recording, and reporting back tasks completed is what makes the difference between a successful community organization and a floundering one. Break down your Mission, Vision and Goals into doable assignable tasks. There will be many goals which naturally flow from the Vision and Mission.

## How we fulfill our vision - Relationships, Relationships, Relationships!

Prior to the events of the raid on May 9, 2018 Iowa WINs was hard at work fulfilling the vision set forth to create a welcoming community for immigrants. The relationships formed connected us to immigrant families and leaders in the community. It also created a vast network of advocates to call on during our crisis.

Here is one example of what we did to create relationships. We reached out to immigrant advocacy groups to educate us about the needs of immigrant populations. Here are few examples of groups we created relationships with prior to the raid:

Catholic Charities of Davenport  
American Friends Service Committee (AFSC)  
League of United Latin American Citizens (LULAC)

We learned about the needs in our community from these agencies. We also discovered what welcoming work was already being done. This relational networking/education step would become beneficial. We see now that this step in the process of forming Iowa WINs was pivotal after the raid. We knew agencies and individuals across the state who were immediately ready to come help in our community because of this earlier relational work. Each of these groups above would be more than happy to send a representative to talk with your

leadership about how you can show hospitality and walk alongside immigrant families as good friends and neighbors. These relationships are paramount.

Yet, a welcoming commission for immigrant families in a mostly anglo church does little good unless it moves outside its own wall. The group reached out to local immigrant populations and leaders as part of the Iowa WINs mission to build relationships. One on one conversations happened. Neighbors were introduced. Friends from other community networks we sought after. Insights were gleaned about our immigrant friends.

Then we went public. We held international potlucks where families were invited bring dishes from their native homes to share. The events were held in the social hall at Iowa Wesleyan University. Over 100 people showed up for the first international potluck. Many countries and ethnicities were represented from South America, the Far East and Europe. Many new friends were made over great food. It was a huge success. Plus, now Iowa WINs was on the radar of many leaders in each of the immigrant communities. Remember, this was not done with any agenda other than hospitality and neighborliness. It only became a benefit when crisis hit with the raid. Then our neighbors from Guatemala, El Salvador and Mexico knew they had a friend in Iowa WINs.

## How we fulfill our vision - Education, Education, Education!

It amazes me now to see how much I didn't know about how many countries are represented in Henry County alone. I am even more shocked to recall how much I don't know about the process of citizenship, immigration, asylum or being a refugee. We often hear about the overwhelming masses of refugees, asylum seekers, and immigrants from all over the world but especially Central and South America and the Middle East. However we rarely hear why we are in a global migratory crisis or what the process of migration is like.

Iowa WINs hosted educational events to educate ourselves and our community. One night they rented out the movie theater to show a documentary on the refugee crisis in Sudan. We hosted a Soup for Syria fundraiser and showed a Syrian documentary. There are many resources such as short films and documentaries at [pcusa.org/immigration](http://pcusa.org/immigration). Some are ten minutes and some are feature length. The educational aspect leads to more compassion. It gets to the question of why so many families are fleeing their homes. It isn't necessarily because they want to. It is because they have to. To badly paraphrase what one poet wrote, "You don't leave your home to burn your hands gripping the under carriage of train cars, risk drowning in the sea, or cross the desert packed in the back of a feverishly hot tractor trailer rig chewing on newspaper unless your home is like the mouth of a shark."

We learned the difference between a refugee, asylum seeker, and immigrant. We learned about the process for citizenship and about what needs our new neighbors may have.

Iowa WINs accomplished this educationally with speakers, guests, publications and interactive workshops. For example, developed a refugee simulation event at Iowa Wesleyan University. Participants had to fill out forms in a foreign language, got separated from their assigned "family," and encountered obstacles and challenges to frustrate their journey. The University students from one class took the simulation to the intermediate school and had those students participate. All of the students said it was an eye opening experience. We created more relationships in the community with the University and public schools through our educational events.

Iowa WINs was able to respond so well to the unfortunate events because of the many relationships formed with our immigrant neighbors, advocacy groups and community leaders. Trust and friendships were key in that people felt safe in the hands of Iowa WINs leadership. They would have never come for help otherwise. In a time of crisis people turn to friends. We can offer services all we want but if we don't have trust and friendship we can't expect our neighbors to come to us for help. Education and relationships are key.

## ORGANIZING PRIOR TO A RAID

### Building a team, vision, mission, motto and logo

Gathering a team is one of the most important parts of any process. Team members serve as guides, but even more importantly, are called to embody the spirit of discernment, discovery, and leadership that creates a movement of people within the organization and community for larger transformation. There are many theories on personality types for leadership roles. However, more than likely you will use the people who show up to volunteer. You can also identify other potential allies, among those are:

- Immigrant citizens
- Religious congregations
- Educators, school teachers
- Union leaders/members
- Small business owners
- And employers who rely on immigrant labor.

I will share with you the many teams we needed in real time as we served the community after the raid instead of giving a one size fits all model. Each team had a lead coordinator. The lead coordinator would be contacted by the leadership when a need arose. The coordinator would then call their volunteers. Here is the break down of our teams with a brief job description

#### IOWA WINs VOLUNTEER TEAMS

**Transportation Team Local** - This team helps with families who need a ride to get groceries, make doctors visits, or make it to school, etc. Some of our undocumented adults drive without a license or insurance. This is not a good or safe practice. Many were afraid to drive their kids to school after the raid. This team helps alleviate the necessary burden of transportation.

**Transportation Long Distance** - This team provides family and volunteers with transportation for court dates, lawyer appointments and picking up men who made bond. They may travel as far as Omaha, Davenport, and Des Moines, etc. and at very early hours. Most hearings start at 9am.

**Events Team** - This group plans our community forums, informational meetings, educational events, as well as our fun gatherings like potlucks or a family game night.

**Media Team** - Coordinates requests and outreach to and from local and national media; puts media in contact with families willing to share their story or with leadership members. Some families were very willing to share their story with the media. Other families were counseled not to share anything with the media. The leadership team also discussed which stories and topics to share.

**Social Media Team** - This team maintains the online presence with Facebook, the website and email blasts

**Bilingual Team** - members of this team were assigned to each Spanish speaking family to contact personally about updates and events. Members of this team would also be present for each meeting to provide translation

**Financial Team** - the Iowa WINs finances are tracked and counted by these members. Each check for assistance to help families affected by the raid with rent, utilities or legal fees are signed by two of these members. We have an internal audit system and have requested to have an outside group audit the finances as well. These members make themselves available each week on Mondays and Thursdays to meet with families in need. We split the monies donated equally among each family affected by the raid. This meant for our financial team that they would track how much each family received and how much they had remaining available for legal or living expenses. The team typically only writes checks to third party businesses such as the electric company or landlords. There will be more about how this team managed their work in another section.

**Fundraising Team** - This team is responsible for creating fundraising events such as an auction or bake sale. They also look for grants and other ways to garner help.

**Physical Donations Team** - many physical donations came in the form of clothes, food, and household supplies. This team coordinates people to meet at the food pantry or with families to receive physical donations. This was necessary as many physical donations came from all across the state and region.

**Thank you's for every donation** - Every monetary and physical donation received a thank you note along with the non-profit tax exempt notice for their gift. We did confirm with a CPA and attorney that donations received and used for helping families affected by the raid were indeed tax deductible. We were told, "yes, as long as the gifts were used for humanitarian aid and no goods or services were received in return."

**Food Pantry Volunteer staff** - the creation of a food pantry was unexpected. It literally happened the day after the raid when car loads of donated items arrived in Mount Pleasant. We also found many of our immigrant families did not and do not feel comfortable with going to our traditional helping agencies. The food pantry works on a point system. For example, a family gets 10 points a week. Diapers may be 2 points, rice and beans may each be 1 point, laundry detergent may be 2 points, etc. The point system allows families to choose what items they need or want. Usually many food pantries hand the same items in a pre-made bag to each family. The point system allows for our families to have some personal choice. This is important because many choices are out of their control right now. We did find that we needed evening hours for the pantry. Many of our families work through the day. They could not make it to the pantry during normal working hours. In order to be fair to all families, you need to establish rules for the food pantry--i.e. once a week visits, how many bags they can take or a point system. Also consider whether you accept clothing.

**Postcards** - We use this team for promotional events and outreach.

**Faith Community Updates Team** - We found great support and guidance from our faith community leaders. Many have been active in social justice for decades. I listed a few of these here for your teams. Many of these contacts would be glad to talk with your groups.

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Father Paul Connolly [connollyp@diodav.org](mailto:connollyp@diodav.org)

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Erica Johnson [EJohnson@afsc.org](mailto:EJohnson@afsc.org) American Friends Service Center

Dr. Joy Lapp [joy.lapp@iw.edu](mailto:joy.lapp@iw.edu)

**Governmental Contacts Team** - We reached out to our local and state government representatives the day of the raid. We invited them all to the community forum the next day. The mayor, city council and chief of police participated in some manner. Our local state representative, Dave Heaton, also came to share at the community forum. Some weeks after the raid we wrote letters to our representatives. There will be several form letters on the google doc drive to serve as examples. Our government contacts leader arranged conference calls with Senator Grassley and Senator Ernst's staff.

**Family Support/English Team** - These team members go out of their way to be at events and specifically befriend families to show hospitality and solidarity.

**School Support Team** - We have many teachers, a school board member and other academic interested supporters of Iowa WINs. Many of the children and parents have a sense of distrust for the school system. We have invited the school superintendent to speak with the families a few times. We also held a registration event with translators and forms in Spanish and English. The superintendent attended that meeting and once again assured the families that children are safe at school.

**Counseling Team** - Counselors from across the state came every week to meet with families and children. They would make a home in the church during the food pantry hours. Almost every counselor was bi-lingual. The children would often sit, play and talk while the parents went to the food pantry. They came from the University of Iowa, Ottumwa Crisis Center, Department of Violence Prevention, Iowa CASA, the Riverview Center and more. Their services were greatly appreciated especially in the first month after the raid before any of the men had been released. Children were able to share in a safe place. The counselors were also great translators when we needed help.

**ESL team** (class or Rosetta Stone) The Iowa State Extension office gave the church 5 computers with the Rosetta Stone software. People make appointments with the ESL team to learn how to use the program. The program can teach English or Spanish. The computers are open for use for anyone during normal office hours. The ESL team also coordinated a traditional ESL class and informed the community of other classes available through other organizations. We also hosted a class called "Getting to Know You." The class was to help English speakers practice their conversational Spanish and for Spanish speakers to practice conversational English. The real catch of the class was to get to know one another. The resource we used was "Who is My Neighbor?" It is available on [cokesbury.com](http://cokesbury.com).

**Leadership Team** - This is our leadership team. I can't say enough about their compassion, organization, and thoughtfulness. These are some of the most intelligent people with great foresight. Most of the leadership team had been with Iowa WINs since it began in 2015. One practice the leadership team developed was to not assume they knew what the families would need. They asked instead. For example, the leadership thought it would be good for the families to get together about a month after the raid for a time of sharing. They didn't want this to be a class or informational meeting but a gathering to solidify community. They asked the families during a regular meeting if this is something they would like. The response was an overwhelming yes but the families said, "we want to do it." A Father's Day potluck was planned and coordinated because that's what the community wanted. They planned to celebrate the fathers released and grieve with the families whose men were still detained or deported back to their countries of origin. It was a very successful event. The families owned it and they were so happy to be giving back. Leaders from the immigrant community have emerged since the raid. They have taken roles in Iowa WINs. The leadership team has been amazing.

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**Legal Team** - Our legal team was on the ground in Mount Pleasant as soon as they heard about the raid. They provided counsel, as well as compassion. They answered questions for our Commission, too. One question we had was whether we could get into legal trouble for helping. The answer was a quick and assured, no. The explanation was that the men detained were given immigration hearings because the judicial system did not know their official status so how could we. We had many other questions answered. You will see more of this information when we discuss the first 72 hours.

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**Nursery Helpers** - We have nursery helpers at every Iowa WINs event and meeting so families can fully participate. We have found that most families prefer to keep their younger infant children and toddlers with them in the meetings. They use the nursery helpers if the kids get a little cranky. The pre-k and elementary kids get restless and love having a space of their own to play with the nursery helpers. This is a ministry of hospitality. Iowa WINs typically pays for the primary nursery workers rather than relying on volunteers. The paid nursery workers have had background checks. This gives us an extra comfort.

**Additional Volunteers** - We have many other additional volunteers and service providers. For example, a Physician Assistant is available to help assess medical needs. Several others volunteered with possible housing, apartments for rent, or extra bedrooms at their own homes. We have a list of over 100 volunteers who said they want to help in some way. We have had people write notes of encouragement to families, organize the food pantry, and more. We think it is important to come up with little jobs for everyone who wants to help. You can get creative with these jobs to make people feel like they are part of the team. Ask someone to make lemonade for a meeting, or write name tags for everyone, or help set-up or clean up.

## ONLINE GIVING AND SOCIAL MEDIA

The Iowa WINs online presence played a critical role for sharing information and collecting donations. The use of google drive created a secured yet shareable database for tracking the men detained, their families and their movements within the legal system.

Setting up a webpage is easier than ever. First I decide on a logo and name. Then use a domain name search to see if the domain name you decide on is available. GoDaddy has become a popular domain name search and buy company. However there are others. I use Bluehost for my personal website called, "Let's Summit Up!" My webpage is [letssummitup.com](http://letssummitup.com). I wanted [letssummitup.com](http://letssummitup.com) but it was not available. Therefore I had to change. Name your group while searching domain registrations to save your group frustration down the road. I have had business leaders spend five minutes trying to explain

the accidental different names for their company and their online presence because they assumed they could get the same name for their internet domain.

Also create brand recognition. As discussed earlier design a logo and motto to use across all media and correspondence.

I cannot emphasize enough the importance of the ability to accept online donations on your own webpage. The online donation link is vital. We use a church ministry weblink through the Presbyterian Foundation of the PCUSA. This is a free link for PCUSA congregations. There is a 2% charge per transaction. It does not have any other charges per use. Nor does it have monthly or annual fees. The company provided the link for us to paste into our web development page. It was easy to set up for someone with very little web management knowledge.

If you are not part of a Presbyterian congregation don't worry. There are many ways to establish online giving. Many have emerged over the past year. Facebook now has the ability for donations to non-profit groups. There are also other ways such as the square app, gofundme, and more. Do some research on fees and charges. You will find 2% with no other charges is only a little below average but it still adds to something significant. However, the cost was worth it when donations came in through the website from all over the world.

## THE FIRST 72 HOURS

The first 72 hours are critical for the detainees, their families and the legal teams. It is vitally important to visit detainees early. Sonia Parras Konrad lists several reasons why:

- No legal representation is appointed for the detainees. Therefore the legal team needs to do the following:
  - Share information about legal rights information to detainees and answer their questions
  - Advise about signing or declining to sign any documents presented by ICE to unrepresented people
  - Identify any of those with potential claims for relief

- Obtain information relating to possible legal (federal court) challenges
- Have a better chance of posting bond Posting Bond.

According to the East Iowa Community Bond Project (EICBP), posting bond may be one of the most important steps. Posting bond **slows the deportation process down**.

Immigrants are allowed to return home to their families, continue to work in our community, and obtain legal representation while their case is pending – there is currently a backlog in immigration cases, so individuals may have years of bonded time to prepare their case, or get their family ready to face deportation. The hope is that with adequate legal representation and assistance, individuals are able to figure out a remedy or eventual pathway to U.S. Citizenship.

Iowa WINs partnered with the EICBP to bond out 13 detainees at no cost to the families and friends of the detainees. This is huge. Bond can cost from \$1,500 - \$10,000. Most of the bond in the first week were in the \$10,000 range. The families had to pay the full amount because of the flight risk involved. No one was allowed to only pay 10% like in the movies. One key aspect for being able to bond out more people was what is called a "Bond Redetermination Hearing." This hearing allows the judge to reconsider the bond amount based on testimony and other documents showing the detainees connection to the community which in turn demonstrates a less likely chance of flight. In one case the bond was reduced from \$10,000 to \$3,000. Many families did not wait for the bond redetermination hearing because they didn't know to do that. They took out personal loans or borrowed money at a high interest rate to bail out their loved ones. It is important to make people aware of this great program through EICBP.

To aid in the bond redetermination hearing, the Iowa WINs legal team both encouraged and wrote letters of character to the judge on behalf of detainees. We included important information such as children who may be U.S. citizens or DACA recipients. This would help show why a person would be more likely to stay. We also provided tax records and any other community ties such as being a volunteer little league soccer coach, homeowner, or church member.

At the beginning of the first 72 hours the legal team will send representatives out to have that first crucial in person meeting with the detainees to fill out legal intake forms. The Legal team has examples of the intake forms available on the Google Drive. These are used when meeting with the detainees. Here is some information the legal team needs to

know: Who are the sole-caregivers (who did or may not have self-identified to ICE during the raid), who are persons with medical conditions, who may have mental health issues, and any other humanitarian factors.

A similar intake process was completed with the family members or friends of the detainees. Names and contact numbers are important. We were able to determine proper names from nicknames and get correct family names as the use of maiden and paternal names may differ in hispanic traditions. We also asked who else was taken during the raid. This was important as some of the detainees had no other family in the United States. There is no right to an attorney so without learning they were detained from friends we would have never known they were missing.

As important as this step is to reach the detainees, ICE did not make it easy to track where the detainees were taken. It literally took 2 weeks for us to find out where all the men were and to get them an in-person legal intake. Detainees were sent to three separate jails in Iowa, plus one in Wisconsin and another in Illinois. Men were also seemingly moved at random.

The Labor Center and Robin Clark-Bennett from the University of Iowa along with Erica Johnson of the American Friends Service committee coordinated more directly as part of the Legal team. They were critical to making sure the men had all been contacted for legal intake and representation. They used an online shareable secure database to update information in real time with google drive. There will be more on this in the next section.

**In thinking about the response overall here is what all the teams agreed worked well in the first 72 hours.**

1. The fact that Iowa WINs was already in place got things moving fast with the community and families meeting in the afternoon and the vigil that evening was emotionally supportive and critical for doing intake forms. Having a big turnout was a major boost, assuring people they were not alone in their opinion of the raid.
2. The community forum the day after the raid with the Mayor, Chief of Police, School Superintendent, clergy, LULAC, Iowa Law Center, East Iowa Community Bond Project, Iowa Labor Center provided a place to ask questions as a whole community.

3. The association with the Presbyterian Church and online giving made the financial aspects much easier than if one had to start from scratch. Everyone knew where to send donations.
4. Creating teams based on members interests allowed action in many areas. An ICE raid is about more than the raid and the affected families. It is about core beliefs in how our system should work.
5. Sharing information online was pivotal for tracking and coordinating across the state.
6. A central headquarters/meeting place at the Presbyterian Church was beneficial, too.

Soon after the raid Sonia Parras helped to coordinate a "Know Your Rights" informational meeting. This class is available on the google drive. There is a PDF printable "know your rights" card as well. You may also want to learn the history and laws of immigration and the complicated path to citizenship. There are resources available.

## Sharing information

A lot can be done to keep people informed at very little or no cost to members. A Facebook page is all that is needed to keep members informed on what is going on. There is a useful and free method of sharing files among the group, too with Google Drive. Files are usually converted to pdfs so other users don't need to have software like Word; they can just use the free Adobe Reader. (NOTE: Don't put anything in Google Drive that should be confidential like financial and donor records. ICE may attempt to confiscate any documents. We send our documents home with leadership.)

- a. Google Drive gives 15GB of free storage for files, images, videos, etc., that can be shared with members of the group: <https://www.google.com/drive/>
- b. You can could opt to use the folder we already have set up since most of the documents will be common to everyone: <https://drive.google.com/drive/folders/1NoULa7-blvRdlIsFzCLidl6sSyEE4y5F>
- a. Teleconferencing software such as GoToMeeting to cover a wide geographical area. It's easy to set up and costs about \$40 a month. Only one person needs to purchase this.

# **FINANCIAL OVERSIGHT**

## **Finances for Iowa WINs**

Each situation will be unique, but there will be similar issues to resolve. The following will describe the decisions that were made in Mt. Pleasant. Some of it may be helpful in other towns where a group wants to stand and be ready to help families with a member who is facing potential incarceration or deportation.

Iowa WINs existed as a commission affiliated with the Presbyterian Church but including several clergy persons and interested people from the community. Dealing with an immediate need to provide financial support to families, the leadership got advice from immigration attorneys and a local accounting firm. The volunteers decided to set up a separate checking account in a separate bank using the church's EIN tax reporting number but new identification stating the church name and Iowa WINs. This was preferred to setting up an individual 501(c) 3 which would take time, be expensive, and require a complicated tax return depending on the total moneys donated.

The goal was to accept donations in a way that donors would be properly thanked and given a statement with the documentation required for a not-for-profit declaration. We also prepared to track expenses and support given to families, staying consistent with the directives of the leadership team, with enough clarity and thoroughness to be prepared for future audits. All accounting needed to be structured in such a way that summaries could be shared with the leadership team and the church's ruling board. Instead of using a dedicated accounting package, the treasurer used Microsoft Excel for all documents because compatible software is frequently part of laptops and office desktops.

## **Tracking Donations**

1. Checks received and summary sheets listing online donations were photocopied for the church office and for the Iowa WINs treasurer.
2. Check originals were hand stamped for deposit. A TEMPLATE deposit spreadsheet was prepared with the following columns. That information was then easy to import into Microsoft Word to create mailing labels. Digital copies of the spreadsheets were saved in a special folder. Paper copies of these spreadsheets were saved with the photocopies of the checks in a folder in a vertical file.

Deposit for Iowa WINS, DATE, CLERK NAME							
Date	Last	First	Address	City	State	Zip	Amt

3. The contents of each spreadsheet were copied into similar spreadsheets to be used in preparing thank you notes. A TEMPLATE thank you list for each deposit was saved to the computer with the identifying information. Repeat donors didn't get repeat thank you notes because they would receive end of year statements. The thank you lists were forwarded to the church office. The leadership team had prepared a form letter to use for the thank you notes that included the EIN information. Volunteers came to the church to fill in the forms and prepare envelopes for mailing.
  
4. The contents of each deposit spreadsheet were also copied to the bottom of a master donor list. The amended donor list was saved with a new name showing the date of the change. Because this list is in Excel, the list can be totaled or sorted in a variety of ways. At the end of the calendar year, the list can be alphabetized by last name in order to identify those people making donations multiple times and who should be receiving a statement listing all amounts.
  
5. The regular church financial team deals with summaries for the church members. Iowa WINs will handle the communication with people who are not regular contributors to the church.

## Financial Support to Families

1. The leadership team made a policy statement giving guidance to the finance team. That document is attached. **Purposes for which IowaWINs money can be applied.** Every attempt was made to have all checks signed by two authorized signers. That was not required by the bank, but was to show that two people agreed that the payment matched the guidance given by the finance team. There were instances where judgement calls were needed.
  
2. The information about payments was managed in a three-fold system, first is digital:

- a. Digital reporting on a master spreadsheet held information on a cover sheet and

A	B	C	D	E	F	G
1 Sheet #						
2 NAME						
3 AGE						
4						
5 OTHER NAMES						
6						
7 CONTACTS						
8						
9						
10 ATTORNEY						
11						
12 CHILDREN						
13						
14 STATUS						
15						
16	Date	Check	Amt	Legal	Purpose	
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						

associated individual family sheets. The individual family sheets listed some personal information about the detainee and members of the household.

- b. The master sheet was the first sheet that would be seen when opening the file. Here is the original blank TOTAL sheet in formula view. Notice that there is a formula referencing the appropriate cell in the companion Sheet# for each detainee. So, for example, adding a check for housing assistance on person #4's sheet, Sheet4, would automatically update the number on the TOTAL sheet that was the master sheet.

1	Tracking money per each from MPC raid			DATE:
2	Sheet#	Name::	Contact Person	
3	1			=Sheet1!D34      =Sheet1!E34
4	2			=Sheet2!D34      =Sheet2!E34
5	3			=Sheet3!D34      =Sheet3!E34
6	4			=Sheet4!D34      =Sheet4!E34
7	5			=Sheet5!D34      =Sheet5!E34
8	6			-Sheet6!D34      -Sheet6!E34
9	7			=Sheet7!D34      =Sheet7!E34
10	8			=Sheet8!D34      =Sheet8!E34
11	9			=Sheet9!D34      =Sheet9!E34
12	10			=Sheet10!D34      =Sheet10!E34
13	11			=Sheet11!D34      =Sheet11!E34

3. On Monday and Thursday mornings, family representatives could bring bills to the church and be met by members of the finance team. To minimize mistakes and corruption of the digital files in the high traffic hallway outside the office where this work took place, a tabbed, three-ring binder with a printout of the TOTAL page and each family's current, detail sheet was prepared. The volunteer could make notations in the notebook that supported the copies of the bills and the carbons of the checks.
- a. When that information was later added to the digital detail sheets, copies of the new TOTAL page and detail sheet replaced what had been in the binder.
  - b. Printouts of the new detail sheets, along with the copies of the bills, were placed in the folders for the families in a vertical file.

## Iowa WINs Expenses

1. A section of a separate spreadsheet tracked bank fees, costs for stamps, and related expenses.
2. When a donation was made to be used for a specific purpose, that money was also tracked on a separate spreadsheet and

## Back Up for Digital Files

1. A special folder for Iowa WINs with subfolders was maintained on the computer.
2. This IowaWINs folder with contents was copied onto a rotating set of three numbered flash drives. This way there was always a current copy that matched the computer, plus two generations back.
3. Another set of three flash drives was used to make weekly copies. The newest copy was given to the church office manager, who returned the last one given to her.

## Reporting Finances

1. In addition to sharing information from the detailed documents, the treasurer prepared regular summaries for the IowaWINs leadership and the church ruling board.
2. Current assets were listed including balance in checking account less the outstanding checks and residual amounts still maintained in church accounts.
3. Detail on expenses to-date including the total on household and legal support, spending from designated money, and general cost of doing business.
4. Those two amounts combined would total to the grand total of donations.
5. Then a section showing what has already been committed in designated money and support for families. This would help the leadership anticipate the need for more aggressive fund raising or the availability of funds to expand scope.

6. The hope is that all the documentation will be sufficient in preparing for end of year reporting for the scrutiny of audit.

## **Purposes for which IowaWINs money can be applied:**

### **Expenses to support the families impacted by the ICE Raid**

The authorized check signers for the IowaWINs checking account can provide funds to the approved list of families of the men directly affected by the ICE raid.

Authorized expenses should be written to the landlord, utility, or legal or medical professionals.

There are two categories for expenses - living expenses and legal expenses as noted below:

#### **Living expenses**

- Utilities (water, gas, electrical, phone)
- Mortgage Payments or Rent
- Insurance for vehicles
- Medical expenses

#### **Legal expenses**

- Legal expenses incurred in helping people to present their cases with federal courts
- Status applications and other fees as associated with the court process.

## **Non-cash distributions**

- Food pantry items
- Gas cards, phone cards and gift cards for Wal-Mart, HyVee, etc. can be given directly to the families as needed. These are not counted against the limits per family.

Separate maximums will be established for the Living Expenses and the Legal Expenses. All distributions will be tracked per each family and the maximums per family will be based on funds available.

## **For the maintenance of the account, publicity, and events:**

Expenses related to the maintenance of the account and for other purposes related to the IowaWINs vision and mission are also authorized expenses for the IowaWINs account.

These include:

- Deposit slips
- Endorsement hand stamps
- Postage stamps
- Stationery, envelopes, address labels
- Consultation fees (e.g. CPA)
- Event expenses
- Child care during meetings or events
- Purchases consistent with designated donations (including formula and diapers)

Any expenses not specified above require the approval of a majority of the IowaWINs Leadership Team members before the authorized signers can write checks for these expenses.

## Here are some general ideas in closing.

1. Identify the leaders of the immigrant community and start a conversation with them early -- what's good, what's bad, what's difficult.
2. Identify why some are opposed to immigrants in the community. Start a conversation when possible.
3. See what kinds of diversity programs schools, businesses, religious institutions in the area offer; work on blending these into a community conversation.
4. Learn about their culture; don't just teach about ours. At best have immigrants be the leaders. They know what the community needs the most.

Finally, if there is a raid or any person is detained for any immigration issue by ICE or local and state law enforcement please call this number below and the teams across the state will get to work.



On May 9<sup>th</sup>, ICE came to Mt. Pleasant. They came to separate families, to take hard-working men from their jobs, to frighten children at school, to make a statement that immigrants are not welcome in Iowa.

But they weren't counting of us,  
They weren't counting on community.  
They weren't counting on Iowa Values.  
They weren't counting on Iowa WINs.  
They weren't counting on LULAC  
They weren't counting on the American Friends Service Committee  
They weren't counting on the Eastern Iowa Community Bond Project  
They weren't counting on the University of Iowa Law Legal Clinic  
They weren't counting on the Center for Worker Justice  
They weren't counting on JFON – Justice for Our Neighbors  
They weren't counting on the Immigration Attorneys  
They weren't counting on Catholic Charities  
They weren't counting the Catholic Diocese of Davenport  
They weren't counting on St. Alphonsus Church in Mt. Pleasant  
They weren't counting on the Catholic Sisters  
They weren't counting on the Presbyterian Churches in Mt. Pleasant, Mt. Vernon, Washington and Indianola  
They weren't counting on the Mennonite Churches in Mt. Pleasant and Wayland  
They weren't counting on the Presbytery of Eastern Iowa  
They weren't counting on the Presbyterian Women  
They weren't counting on Iowa Coalition Against Sexual Assault  
They weren't counting on the Iowa Coalition Against Domestic Violence  
They weren't counting on the InterReligious Council of Linn County  
They weren't counting on Lutheran Services in Iowa  
They weren't counting on the Lutheran Evangelicals  
They weren't counting on the Lutheran Churches in Swedesburg and North Liberty  
They weren't counting on the Southeast District of the Iowa United Methodists  
They weren't counting on the Methodist Churches in Mt. Pleasant, Mediapolis and Mt. Vernon  
They weren't counting on the United Church of Christ I Burlington  
They weren't counting on the Christ Community Church in West Des Moines  
They weren't counting on the Zion Church of Christ  
They weren't counting on **YOU!**