

August 26, 2017

## **Immigrant Forum (Powers of Attorney) & Car Checks**

1. Publicity
  - a. Leafleting ... word of mouth
  - b. Schools
    - i. Week before (two days)
    - ii. Morning and Afternoon
  - c. Grocery stores (weekend before)
2. Recruit volunteers (about 10 total, Spanish-speaking preferred, but no need to be fluent)
  - a. Greeter and sign in (1 volunteer)
  - b. Take care of kids (1)
  - c. Take care of coffee, etc. (1)
  - d. Work with families at tables (6)
  - e. Floater/coordinator
3. Prepare materials
  - a. About 20 copies of legal packets (Know Your Rights and emergency planning)
4. Staffing
  - a. 3 notaries public (or one notary per 10 immigrant families)
  - b. 1 lawyer (Spanish-speaking)
  - c. 6 Spanish speakers to sit one to a table Greeter and sign in (1 volunteer)
  - d. Take care of kids (1)
  - e. Take care of coffee, etc. (1)
  - f. Floater/coordinator
5. Screening
  - a. Sign-in sheet (name, address, and phone)
  - b. Those who need to be there:
    - i. Parents
    - ii. Apoderado/a (though can sign later in front of notary (at bank, etc.))
6. Amenities
  - a. Something for the kids to do (preferably art work to help keep them quiet)
  - b. Coffee, cookies, and pan dulce
  - c. Decorations, music
7. Format
  - a. Overview by attorney in Spanish (half-hour)
    - i. Know Your Rights presentation
    - ii. Explanation of Power of Attorney
  - b. Break into table groups with a volunteer to fill out forms
    - i. Power of Attorney forms
    - ii. Emergency planning forms
  - c. Distribute written rights info to families who want it
8. Operative assumptions
  - a. Given educational levels, people will have a hard time reading written materials

- b. People will have trouble spelling family names and addresses
- c. People (more than once) need to hear clear and concise explanations of what the documents are for and what they are to do with them
  - i. Keep all documents in single place, known to the apoderado/a
  - ii. Give copies to the apoderado/a