

## **Station Assignments:**

### **Check-In Station: [1 volunteer]**

- Welcome and register participants as they arrive.
- Distribute informational packets and provide a brief overview of the workshop.

### **Pre-Screening Station: [2 volunteers]**

- Conduct a preliminary review of participants' documents to ensure they meet basic eligibility requirements.
- Provide guidance on any missing or incomplete documentation.
- If any pre-screening has red flags, we must seek a one-on-one time with our attorneys before moving forward with the production of their packets [we will provide the questions to ask to identify red flags].

### **Copying/Scanning Station: [1 volunteer]**

- Assist participants with copying and scanning their documents.
- Ensure all necessary paperwork is properly copied for their records.
- We don't need any originals; we will need copies, so this step is fundamental.

### **Translations Preparing Station: [1 volunteer]**

- Help participants fulfill all required translations for any documents not in English into English [we will provide a tool/resource for this].

### **Declaration and Cover Letter Preparers Station: [1 volunteer]**

- Help participants fill out declarations, addressing any questions they may have.
- Ensure accuracy and completeness of the declarations.
- We will provide a template that will need to be followed for each declaration.
- Guide participants through the completion of a cover letter that will request the deferred action [we will provide a template].

### **G-325 Preparers Station: [4 volunteers]**

- Assist participants in completing Form G-325.
- Verify that the information is accurate and matches the supporting documents.
- We will provide a questionnaire and document list that you can give the members in advance of the workshop to prepare for the form filing. They can also complete it while they wait, but the gold standard would be to be prepared in advance.

### **I-765 Preparers Station: [3 volunteers]**

- Guide participants through the completion of Form I-765.
- Verify that the information is accurate and matches the supporting documents.
- We will provide a questionnaire and document list that you can give the members in advance of the workshop to prepare for the form filing. They can also complete it while they wait, but the gold standard would be to be prepared in advance.

### **Legal Review by Attorneys Station: [Novo attorneys]**

- Attorneys review completed packets, including cover letter, declarations, all documents with translations, G-325, and I-765 for legal accuracy.
- Address any legal concerns or potential issues with the applications.

**Check-Out Station: [2 volunteers]**

- Collect finalized application packets from participants.
- Verify the correct money order amounts and have address labels pre-printed plus envelopes for mailing to USCIS.
- Provide information on the next steps in the process and answer any remaining questions [we will provide a guide for this].

**Reminder: Schedule a Lunch Break:**

- Schedule a designated lunch break for all volunteers.
- Ensure that each station has sufficient coverage during the break.