

Mega Workshop Training Curriculum

Mid-Valley Regional Branch Library

North Hills, CA

November 16, 2012



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NEEDS ASSESSMENT FOR A MEGA WORKSHOP IN MY COMMUNITY

Sources for Statistics on Eligible Population

- IAN Webinar, “Using Naturalization Data to Support Your Citizenship Program”
<http://www.immigrationadvocates.org/nonprofit/webinars/item.3791-Using-Naturalization-Data-to-Support-Your-Citizenship-Program>
- Rob Paral & Associates
<http://naturalization.robparal.com/>
- DHS Office of Immigration Statistics
http://www.dhs.gov/sites/default/files/publications/immigration-statistics/ois_lpr_pe_2011.pdf
- Migration Policy Institute Data Hub
<http://www.migrationinformation.org/datahub/index.cfm>
- Research programs at local colleges and universities.

Key Questions

How many eligible immigrants live in my community?

Where are they located?

What are their nationalities?

Who is my target audience for a mega workshop?

What are the characteristics of the target audience(s)?

What are the indicators that they will come to a workshop?

Have I surveyed existing clients, ethnic community based organizations, community leaders, and others about their willingness to attend or interest in a workshop?

Does anyone else currently provide naturalization workshops in my community?



NEEDS ASSESSMENT FOR A DACA MEGA WORKSHOP IN MY COMMUNITY

Sources for Statistics on Eligible Population

- Immigration Policy Center – American Immigration Council
<http://www.immigrationpolicy.org/just-facts/who-and-where-dreamers-are-revised-estimates>
- Pew Hispanic Center
<http://www.pewhispanic.org/2012/08/14/up-to-1-7-million-unauthorized-immigrant-youth-may-benefit-from-new-deportation-rules/>
- Migration Policy Institute
http://www.migrationpolicy.org/pubs/FS24_deferredaction.pdf
- USCIS Office of Performance and Quality. “Deferred Action for Childhood Arrivals Process.”
<http://www.uscis.gov/USCIS/Resources/Reports%20and%20Studies/Immigration%20Forms%20Data/All%20Form%20Types/DACA/DACAOct2012.pdf>

Key Questions

How many DACA-eligible individuals live in my community?

Where are they located?

What are their nationalities?

Who is my target audience for a mega workshop?

What are the characteristics of the target audience(s)?

What are the indicators that they will come to a workshop?

Have I surveyed existing clients, ethnic community based organizations, community leaders, and others about their willingness to attend or interest in a workshop?

Is anyone else currently providing DACA application workshops in my community?



Pros and Cons of Hosting a Workshop

Pros:

- Builds community support and awareness of immigrants and immigration services
- Maximizes impact of services in the community
- Maximizes efficiency and convenience

- _____.
- _____.
- _____.

Cons:

- Complex planning and implementation
- Unexpected circumstances
- High stakes

- _____.
- _____.
- _____.

Best Practices and Strategies:

MEGA WORKSHOP PARTNERSHIPS & VOLUNTEERS

	Contributions	Skills	Languages	Training Needs	MOU done?	Training Done?	Contact Information
Partner Organizations ↓							
Volunteers ↓							

Best Practices and Strategies:



**New Americans Campaign (NAC)
Detroit Collaboration Partnership Agreement**

The New Americans Citizenship Collaboration (NACC) is a consortium of national and regional funders, national organizational partners and local service providers working in eight sites around the country to 1) encourage eligible legal permanent residents (LPRs) to become U.S. citizens and assist them with the process and 2) increase the long-term sustainability of direct legal service providers that support the naturalization process by increasing their capacity to provide services. This effort is guided by the principles of collaboration, innovation, diversity and impact, and incorporates advocacy; capacity building, training and technical assistance; collaboration among partner organizations, community-based organizations, and other stakeholders; outreach, media and communications; direct naturalization services; research; innovative approaches; and technology.

As a member of the Detroit New Americans Citizenship Collaborative you will receive:

- **A free 1-2 day training** from Catholic Legal Immigration Network, Inc. (CLINIC) and/or Immigrant Legal Resource Center (ILRC) on naturalization issues, as well as **webinar** and **e-learning** options. Some of the topics that our expert trainers will cover include Good Moral Character (GMC), the effect of absences, acquisition and derivation of citizenship, tips for completing the N-400, and best practices in supporting vulnerable or at-risk clients.
- **A free electronic copy of the ILRC's *Naturalization and U.S. Citizenship: The Essential Legal Guide*.** This is a 900-page, comprehensive reference manual on naturalization and citizenship law.
- **Access to the New Americans Citizenship Collaboration (NACC) online community ning** to be able to participate in community discussion and information sharing. This will provide your staff with access to information and opportunities to discuss issues via an online connection to all of the NACC partners and many resources.
- **Free technical assistance via the NACC online community.** CLINIC and the ILRC will provide your organization our consultation service, called the Attorney of the Day (AOD), on the complex naturalization cases or questions that you encounter on behalf of your clients. (For Pro Bono attorneys and BIA accredited Representatives)
- **A copy of the Detroit New Americans Citizenship Collaborative member roster** of organizational names and contact information.
- The opportunity to be part of the local Detroit collaboration where you can share best practices and new innovations for service delivery, work on joint projections, leverage resources, and work together to help further naturalization efforts in the Detroit region.
- The opportunity to be part of a national citizenship collaboration (NACC) where you can share and learn about best practices and new innovations from national organizations and local organizations throughout the United States.

As a member of the Detroit citizenship collaboration you agree to make best efforts to:

- Attend Detroit citizenship collaboration meetings
- Share best practices and new innovations for service delivery
- Implement best practices and innovations for service delivery
- Post naturalization-related events on the NACC online community ning
- Help with community outreach to identify Legal Permanent Residents eligible to Naturalize
- Keep your contact information current on the member roster
- Participate in joint activities such as workshops, group processing events, media events, and/or local advocacy
- Report the number naturalization applications submitted with the help of the Detroit citizenship collaboration
- Help identify and recruit other members

___ Yes, I/my organization would like to be an active member of the Detroit New Americans Citizenship Collaborative.

Type of Organization:

___ Non-profit ___ Non-profit legal service program ___ Educational- ESL/General ___ Law Student

___ Group ___ Law Firm/Attorney ___ Volunteer



I/my organization can provide the following support to the Detroit New Americans Citizenship Collaborative:

- | | |
|---|--|
| _____ Outreach/identify eligible LPRs | _____ Volunteer at a Group Naturalization Workshop |
| _____ Volunteer for Citizenship Eligibility Screening | _____ Provide site for a Group Naturalization Workshop |

Jeralda Hattar
Director/Site Leader
Detroit New Americans Campaign Collaborative
Catholic Services of Macomb & Lapeer
15945 Canal Road
Clinton Township, MI 48038
(586) 416-1113
Hattar.jeralda@csmacomb.org

Date

(Authorized Representative)

Date

Organization

Best Practices and Strategies:



PROGRAM DECISIONS CHECKLIST

What workshop model will be used?	
How many events will be organized?	
How many people will be served at each event?	
What are the pre-registration and walk-in policies?	
Will workshops be scheduled in shifts?	
Who will file G-28s, if any?	
Who will have custody of the cases?	
What is the scope of services to be offered?	
What fees will be set for services?	
What are the best locations for mega workshops?	
Where will volunteers be found?	
Who will be responsible for outreach?	
Who will be responsible for training volunteers and staff?	
Who will be responsible for on-site management?	
Who will be responsible for quality control?	
Who will be responsible for project evaluation and reporting to funders?	
List any other decisions:	

Best Practices and Strategies:

YOUR WORKSHOP BUSINESS PLAN

Expenses

Staff hourly rate for planning and coordination X # of hours =

(The program director as the most expensive staff person doesn't have to be the planner and coordinator)

Staff hourly rate for outreach X # of hours =

(Determine if flyers is the most direct form of outreach and cost effective method. If yes, seek volunteers to distribute flyers and do other forms of outreach)

Cost of paid outreach (if any) =

(Ask media outlets if cost can be reduced or swapped for a service provided by legal staff such as a column or educational TV or radio program. Also calculate if the paid media outreach can be recycled at a cheaper cost rate for future workshop announcements.)

Staff hourly rate for training other staff and volunteers x # of hours of preparation and training =

(Identify cost-effective, reusable methods for training like a volunteer trainer, recorded webinar, or self-directed, e-learning course)

Cost of non-reusable supplies and materials =

Cost of reusable supplies, materials and equipment divided by # of workshops =

Staff hourly rate (salary and benefits) X # of hours at workshop =

(Determine if supervision and training costs are required once or more often and apportion such cost by each workshop given)

Other costs =

Total Cost =

Revenue

Dedicated workshop funding (internal/external)

(Identify nonprofits and philanthropic funders interested in paying to have workshops organized for target populations of concern. Insert workshop costs in each appropriate grant application If workshops are a regular practice throughout the year.)

Estimated hourly rate of volunteers X # of hours of service:

- Legal: hourly rate X # of hours of service =
- Non-legal: hourly rate X # of hours of service =

- Total =

Estimated # of applicants X workshop service fee =

(It typically takes a series of workshops under normal circumstances to better predict the maximum potential for applicants and revenue. Pre-registration helps in predicting these numbers and a registration fee helps ensure appearance rates at the workshop where the full fee is paid. Consider the cost saving measure of using an on-line registration and automatic payment system to reduce staff time.)

Revenue from Auxiliary Services (photographs, fingerprints or translations) =

Other revenue =

Total Revenue =

Total Cost minus Total Revenue =

Best Practices and Strategies:

12 Month Planning Calendar

January 2013

- Staff meeting
- Outreach event
- Workshop date
- Volunteer orientation
- Workshop set-up
- English class
- Citizenship class
- USCIS interview preparation

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

12 Month Planning Calendar

February 2013

- Staff meeting
- Outreach event
- Workshop date
- Volunteer orientation
- Workshop set-up
- English class
- Citizenship class
- USCIS interview preparation

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
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17	18	19	20	21	22	23
24	25	26	27	28		

12 Month Planning Calendar

March 2013

- Staff meeting
- Outreach event
- Workshop date
- Volunteer orientation
- Workshop set-up
- English class
- Citizenship class
- USCIS interview preparation

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
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31						

12 Month Planning Calendar

April 2013

- Staff meeting
- Outreach event
- Workshop date
- Volunteer orientation
- Workshop set-up
- English class
- Citizenship class
- USCIS interview preparation

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
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28	29	30				

12 Month Planning Calendar

May 2013

- Staff meeting
- Outreach event
- Workshop date
- Volunteer orientation
- Workshop set-up
- English class
- Citizenship class
- USCIS interview preparation

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
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12 Month Planning Calendar

June 2013

- Staff meeting
- Outreach event
- Workshop date
- Volunteer orientation
- Workshop set-up
- English class
- Citizenship class
- USCIS interview preparation

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
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30						

12 Month Planning Calendar

July 2013

- Staff meeting
- Outreach event
- Workshop date
- Volunteer orientation
- Workshop set-up
- English class
- Citizenship class
- USCIS interview preparation

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
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21	22	23	24	25	26	27
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12 Month Planning Calendar

August 2013

- Staff meeting
- Outreach event
- Workshop date
- Volunteer orientation
- Workshop set-up
- English class
- Citizenship class
- USCIS interview preparation

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
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12 Month Planning Calendar

September 2013

- Staff meeting
- Outreach event
- Workshop date
- Volunteer orientation
- Workshop set-up
- English class
- Citizenship class
- USCIS interview preparation

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5	6	7
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29	30					

12 Month Planning Calendar

October 2013

- Staff meeting
- Outreach event
- Workshop date
- Volunteer orientation
- Workshop set-up
- English class
- Citizenship class
- USCIS interview preparation

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
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6	7	8	9	10	11	12
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27	28	29	30	31		

12 Month Planning Calendar

November 2013

- Staff meeting
- Outreach event
- Workshop date
- Volunteer orientation
- Workshop set-up
- English class
- Citizenship class
- USCIS interview preparation

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

12 Month Planning Calendar

December 2013

- Staff meeting
- Outreach event
- Workshop date
- Volunteer orientation
- Workshop set-up
- English class
- Citizenship class
- USCIS interview preparation

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

SITE LOCATION ALTERNATIVES FOR A MEGA WORKSHOP IN MY COMMUNITY

Considerations	Locations		
	1.	2.	3.
Located in an immigrant community?			
Free or low-cost?			
Will they allow you to charge a fee?			
Maximum capacity?			
One or more separate rooms available?			
Days/hours when space is available?			
Ample, free parking?			
Easy access to public transportation?			
Wheelchair accessible?			
Kitchen on-site?			
Photocopier on-site? Any cost for copies?			
Wireless internet and power sources?			
Will they provide volunteers?			
Contact information			

Best Practices and Strategies:

FORMS, DOCUMENTS, MATERIALS, & SUPPLIES CHECKLIST

FORMS & RELATED

Key USCIS forms

N-400

G-28

I-912

N-648

N-600

Form I-821D

Form I-765

Form I-765WS

Form AR-11

N-400 attachment sheets

DACA fee exemption worksheet

DACA physical presence worksheet

Selective service registration cards and/or online registration access

Waiver regarding scope of representation

OFFICE SUPPLIES

Notepads

Pens, pencils, markers

White-out

Post-it notes

Tape

ELECTRONICS

Laptops with wireless internet access

Printers

Power cords

Surge protectors

Photocopiers

OTHER

Immigration law library reference materials (INA, 8 CFR, etc.)

Checklist of stations for applicants

Signs for parking lot, front door, stations

Numbered tickets for applicants

Food and beverages for staff and volunteers with plates, cups, utensils, napkins

Best Practices and Strategies:



**U.S. Citizenship
and Immigration
Services**

Statement of Intent Regarding Filing Requirement for Attorneys and Accredited Representatives Participating in Group Assistance Events

The Department of Homeland Security (DHS) supports the efforts of immigration practitioners who volunteer to assist aliens at community events. U.S. Citizenship and Immigration Services (USCIS) announced that, until further notice, DHS does not intend to initiate disciplinary proceedings against practitioners (attorneys and accredited representatives) based solely on the failure to submit a Notice of Entry of Appearance as Attorney or Accredited Representative (Form G-28) in relation to pro bono services provided at group assistance events.

Historically, DHS has required that practitioners file a Notice of Entry of Appearance as Attorney or Accredited Representative when they engage in practice in immigration matters before DHS, either in person or through the preparation or filing of any brief, application, petition, or other document. Under these rules, a practitioner who consistently violates the requirement to file a Form G-28 may be subject to disciplinary sanctions under DHS professional conduct regulations at 8 CFR 292.3 (incorporating Department of Justice grounds of discipline by reference).

In 2009, the Department of Justice finalized a regulation to update its rules on professional conduct for practitioners, including the grounds for disciplinary proceedings. In February 2010, DHS published its own regulation, continuing the historical alignment of its rules with those of DOJ.

Since the DHS rule became effective in March 2010, DHS has learned that many pro bono practitioners are concerned about the disciplinary ground for consistent failure to file a Form G-28, especially with respect to its applicability to services rendered at group assistance events. Many practitioners have chosen not to provide such pro bono services in light of the DHS rule. DHS recently reopened the public comment period on its regulation to receive additional input about these concerns. DHS will publish a final rule after further consideration of public comments on its regulation, including a reevaluation of this temporary accommodation for pro bono practitioners at group assistance events.

DHS reminds practitioners to file a Notice of Entry of Appearance for each matter in which they are engaging in practice or preparation before DHS.

For more information on DHS or USCIS, please visit our Web sites at www.dhs.gov or www.uscis.gov.

Last updated:02/28/2011

From: Juan Ramirez
Sent: Monday, October 15, 2012 11:10 AM
To: 'melissa25@hotmail.com'; 'jose.ramirez@ucla.edu'; 'john.smith@gmail.com'; 'susieQ@aila.org'
Subject: Thank you for volunteering!
Attachments: November 17, 2012 Workshop.doc

Hello Volunteers,

I just want to thank all of you for devoting your time and energy last Saturday to help 150 LPR's apply to become naturalized U.S. citizens. This was one of our best attended workshops of the year and it was possible because of all of you! Please let me know if you have any feedback about the workshop.

I have attached a flyer with information for our next naturalization workshop. Please let me know if you will volunteer at the next workshop.

Thanks!
Juan Ramirez
Citizenship Program Coordinator
Esperanza Immigrant and Refugee Services
6201 Gallows Road
Falls Church, VA 22044
(703) 415-2525

E-mail Exercise

Best Practices and Strategies:

EVALUATION & MEASUREMENT OF WORKSHOP OUTPUTS AND OUTCOMES

Evaluation Considerations

Output = What was produced by workshop-related activities (e.g. 130 screenings, 100 applications completed)

Outcome = What changes (in knowledge, skills, behavior, or the environment) resulted from the workshop (e.g. 97 applicants granted citizenship, 75 registered voters)

Outputs

- Number of people reached with citizenship/workshop information (via flyers, media, etc.)
- Number of calls/inquiries received by sponsoring agency about the workshop
- Number of volunteers recruited, trained, retained for workshops
- _____
- _____
- _____

Helping vulnerable applicants overcome barriers:

- Number of people assisted with fee waiver applications
- _____
- _____
- _____

Outcomes

- Percent of workshop attendees who report that they learned about the workshop from a flyer
- Percent of workshop attendees who can identify one of the benefits of citizenship
- Number of people served at workshop who successfully naturalized (demonstrates quality and effectiveness of workshop services)
- Number of children affected by derivative citizenship
- _____
- _____
- _____
- _____
- _____
- _____

Evaluation Tools

- Survey of volunteers for feedback/suggestions
- Volunteer database ("Volunteer Reporter") to log hours and send e-mails
- Data collection on immigrants served at the workshops
- Follow-up calls to applicants served in workshops
- De-briefing with workshop partners for continuous improvements
- Storytelling: PHAT (Passion/Emotion, Hero, Antagonist, Transformation or Life Change)

Studies on Benefits or Effects of Naturalization

MPI Report, “The Economic Value of Citizenship”

<http://www.migrationpolicy.org/pubs/citizenship-premium.pdf>

USC Report, “Rock the (Naturalized) Vote”

http://csii.usc.edu/documents/Naturalization_and_Voting_Age_Population_web.pdf

“...naturalized citizens generally register to vote at lower rates than native-born citizens, but—once they are registered—they are just as likely to vote as the native-born. Moreover, naturalized citizens are more likely to be politically mobilized (to register and to vote) if they acquired their citizenship at a time when the public debate over immigration was running hot.”

***Contact local colleges and universities for assistance with program evaluation.

Sample Story:

Last year, Catholic Charities assisted an Ethiopian mother in filing her citizenship application. The mother was especially anxious to become a U.S. citizen because she was suffering from terminal cancer and wanted to be able to pass on citizenship to her 15 year old son before she died. (In many cases, children under age 18 are able to automatically become U.S. citizens by derivation when one of their parents naturalizes.) However, naturalization waiting times for her local immigration office are about 6 months, and she did not expect to live that long. In addition, she was anxious about passing the citizenship test since her medication was causing forgetfulness and dizzy spells.

Catholic Charities immigration staff members, who have a good working relationship with the local immigration office, requested expedited processing of her N-400 application and were able to bring it to the attention of the naturalization supervisor. The supervisor was very accommodating, and flagged the case for special attention. The naturalization interview was scheduled within 6 weeks. In the meantime, Catholic Charities found a volunteer tutor to come to the mother’s home twice a week to help her prepare for the test. The staff also asked the interviewing officer for additional time and consideration when administering the citizenship test due to the mother’s medical condition. A staff member attended the interview as her legal representative and gave her encouragement and moral support throughout the interview. The mother passed the test and was granted citizenship. The son, at that point, was able to derive U.S. citizenship from his mother.

Sadly, the mother passed away a few weeks later. Before she died, the staff filed an N-600 (Application for Certificate of Citizenship) for the boy to help document his new status as a U.S. citizen. This gave the mother a great sense of relief and peace of mind. The benefit of the mother’s naturalization is twofold: she was able to pass on citizenship to her son and, as a U.S. citizen, the boy is now able to collect Social Security benefits for his mother upon her death, to help support his education.

This case illustrates the powerful benefits of U.S. citizenship to immigrant families and the invaluable, individualized assistance provided by Catholic Charities to vulnerable clients with special needs.

Best Practices and Strategies:

MEDIA OUTREACH

Media outreach

- Make it as easy as possible for media – prepare visuals in advance
- Always have talking points ready
- Disseminate press release and advisory with sufficient time in advance – *not too early!*
- Establish relationship with media partners – reporters, editors, writers
- Identify key spokespeople within your organization and amongst your applicants
- Connect your efforts to the larger framework

Paid vs. Unpaid Media

Paid Media: Media coverage that is paid for, such as radio, television or print advertisements with the goal to reach a specific target audience with a message about a service (i.e. naturalization workshop) or “call to action” (become a naturalized citizen). **Unpaid media** also strives to reach a specific target audience with a message about the service, but comes in the form of news or editorial coverage.

CitizenshipWorks: an online resource committed to increasing naturalization rates among eligible immigrants, launched its nationwide text messaging campaign, which sends immigrants information about U.S. citizenship and helps them to access free or low-cost legal help in their area. Users can text “citizenship” (“ciudadania” in Spanish) to 877877 and receive the location and contact information of nearby legal services providers as well as information about naturalization and alerts about upcoming naturalization workshops and events in their community. Available in English and Spanish, the campaign addresses the unmet need for information about becoming a U.S. citizen and directs users to local organizations providing naturalization assistance.

SMS/Text Messaging Campaign



Text the word citizenship (ciudadania in Spanish) to 877877.
Subscribers can enter their zip code to find legal help in their area.

Cambia Tu Vida: first professional multimedia campaign known as *La Ciudadanía: Cambia Tu Vida* (Citizenship: It Changes Your Life). The initiative, in partnership with Catholic Charities of Los Angeles, strives to motivate the 1.2 million legal permanent residents in Los Angeles to become U.S. citizens through an eclectic package of television, radio, and print public service announcements. Cardinal Roger Mahony and Archbishop Jose H. Gomez of Los Angeles lent their voices to this one-of-a-kind Catholic call for citizenship through multimedia PSAs. All campaign materials were designed with Los Angeles' large and diverse Latino population in mind and appear in Spanish.



Best Practices and Strategies:



The Daily Courier

Wednesday, October 03, 2012

Volunteers will aid citizen applicants

Wednesday, October 03, 2012

Permanent legal residents who are eligible to apply for U.S. citizenship but have not moved forward with the application process are invited to receive free assistance with their paperwork on Oct. 6 at a Citizenship Day Workshop at Sacred Heart School Gym on Summit Street in Prescott.

This is Sacred Heart's second annual Citizenship Day event. Dozens of trained volunteers will help ease the citizenship application process. The various forms can be difficult to comprehend. While the assistance from volunteers is free, applicants will be required to file a \$680 processing fee with the completed citizenship application, payable to the U.S. Department of Homeland Security. Applicants who receive "means-tested benefits" may be eligible for a fee waiver.

Individuals interested in receiving assistance on Oct. 6 should start getting their papers together now, and contact Sacred Heart's Citizenship Hotline at 445-3141, extension 323.

Applicants who pursue the fee waiver must document their low-income or hardship status.

Sacred Heart can provide applicants with a list of the required documents they will be expected to provide on Oct. 6.

To be eligible for U.S. citizenship, a person must, among other requirements, have been a legal permanent resident of the United States for at least five years; or have been married to a U.S. citizen for at least three years and been a legal permanent resident for at least three years; speak, read and write English unless one qualifies for an exemption; and demonstrate good moral character, especially during the past five years, with no criminal problems such as DUI/DWI or other felonies.

To schedule an appointment, phone today at 445-3141 ext 323 or drop by at Sacred Heart Church, 150 Fleury Ave., Prescott.

Related Links:

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[beaconnews](#)

Volunteers needed for Citizenship Workshop

Beacon-News Staff

Last Modified: May 23, 2012 08:07AM

AURORA — Volunteers are needed for a free workshop next month on how to become a U.S. citizen.

The free workshop will be from 9 a.m. to noon May 12 at West Aurora High School, 1201 W. New York St.

The workshop will offer assistance to complete the application for naturalization; a determination on whether the applicant is eligible to apply for an application fee waiver; a free legal consultation with an immigration attorney; and free study materials to help prepare for the test and interview.

All volunteers must attend a two-hour training prior to the workshop.

Two training sessions will be offered: from 6 to 8 p.m. May 10 and 11 at Family Focus-Aurora, 550 Second Ave., Aurora. For information on the workshops, call 630-844-2550 or visit www.becomeacitizennow.org.

Volunteer attorneys are also needed. Training for attorneys will take place from 6 to 8 p.m. May 8 at Family Focus-Aurora. Attorneys will receive training on how to screen applicants, identify issues and determine eligibility for naturalization. Contact Mireya Luna at mireya.luna@family-focus.org or at 630-256-7015.

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