

Dear Pro Se Asylum Workshop Volunteers,

We are so thankful you are joining us in our July Pro Se Asylum Workshop! Below you will find the required pre-workshop training video as well as other necessary information leading up to the Workshop.

*If at any point your plans change and **you are no longer able to volunteer**, please [let us know](#) as soon as possible and remove your sign-up from the SignUpGenuis to open the spot for another volunteer.*

## Part 1. Pre-Workshop Materials

### Mandatory Training

All volunteers are asked to watch this two-hour [Workshop Training Video](#)

*It contains background on what the Declaration is, why it is important that each client completes it as intended, and an overview of what the Workshop will entail. We know it is long, so we thank you for your diligence in taking the time to watch it. We see that the volunteers who are able to best support our clients in completing the Declaration are those who watched the training in its entirety. You may skip the first few minutes of Zoom challenges & the Q&A as needed.*

**FAQ and Q&A:** [Q&A Question Form](#) & [Q&A Answer Sheet](#)

As questions come up during the training (or at any point before the Workshop), please ask them directly via the Q&A Form ([link](#)). Questions will be answered by attorneys and LSSNCA staff members directly on the Answer Sheet ([link](#)). You can save both of these links to reference at any point in the next month for updates.

## Part 2. What to Bring to the Workshop

To ensure that the workshop runs smoothly, we are asking all volunteers to bring their own technology.

As a volunteer, you are required to bring:

- ☐ Your own **Windows or Mac** laptop (NOT a tablet or Chromebook)
- ☐ Your computer **charger**
- ☐ Your computer must have the free **Adobe Reader DC** program ([download here](#)) and a word processing program like **Microsoft Word** or **Apple Pages** or **Google Docs**

- ☐ Your computer must have a basic **USB port** to fit a thumb drive like this →



If you do not have your own laptop, please ask a family member or friend to borrow theirs for the day. We will not have laptops available for borrowing, so we are asking every volunteer to bring their own. Each participant will be provided with a flash drive so no personal client information will be saved to your computer.

## Part 3. Logistics

### Logistics

Please arrive promptly for your workshop. Workshops at the below times.

<b>WS 1</b> Military Dari	<b>Thursday, August 18</b> Check-in: 9:00-9:30 AM End: 6:00 PM	<b>Friday, August 19</b> Check-in: 9:00-9:15 AM End: 6:00 PM
<b>WS 2</b> Dari	<b>Monday, August 22</b> Check-in: 9:00-9:30 AM End: 6:00 PM	<b>Tuesday, August 23</b> Check-in: 9:00-9:15 AM End: 6:00 PM
<b>WS 3</b> Pashto	<b>Thursday, August 25</b> Check-in: 9:00-9:30 AM End: 6:00 PM	<b>Friday, August 26</b> Check-in: 9:00-9:15 AM End: 6:00 PM
<b>WS 4</b> Military Pashto	<b>Tuesday, August 30</b> Check-in: 9:00-9:30 AM End: 6:00 PM	<b>Wednesday, August 31</b> Check-in: 9:00-9:15 AM End: 6:00 PM

### Flow of the Day

At the workshop, all volunteers will be paired with a Participant for the day (and second day if attending). Together, you will follow the attorney's step by step directions to enter the Participant's biographical information into the online asylum application, record the Participant's story in the "declaration" in English, and assist in uploading the Participant's digital documents to the online application. All of the Participant's personal documents, as well as the Declaration drafts, will be pre-loaded and saved on a their personal thumb drive by LSSNCA staff and provided to you at the Workshop. While editing throughout the workshop, don't forget to click SAVE often! Basic but proficient computer skills are needed. You can learn more details about the day on the [Q&A Answer Sheet](#).

### Lunch

Lunch will be catered by a local (and tasty!) Afghan restaurant and snacks will be provided for all volunteers and participants. There will be breaks throughout the day as well as spaces provided for prayer, if needed.

### Mental Health

Writing an asylum declaration often involves the applicant recounting some of the most challenging and horrific moments of their life; this can be incredibly difficult for both the applicant and the volunteer who is listening and writing. We thank you very much for your courage, empathy, and generosity for volunteering to support each applicant in this difficult but vital undertaking. We also want to encourage you to take the time that you need to show up fully. You are always welcome to take breaks, drink water, eat a snack throughout the day. LSSNCA will have staff trained in mental health counseling available to support any volunteer or applicant in this trying process.

### Next Steps

Keep an eye on your email for any updates to the Workshop. But for now, please focus on completing the [Workshop Training Video](#) and visit the [Q&A Answer Sheet](#) for FAQs.

Sincerely, The Pro Se Asylum Workshop Team

