Non-Profit Organization Protocols
January 2025

1. Organizational Status

Given the potential for new policy against Non-Profits serving immigrants, (organization's name) must be in compliance with their 501 (c) (3) status:

- Maintain good status with the IRS.
- Timely submit audits and 990s.
- Maintain copies of legal documents handy in case of an unexpected audit, this includes:
    - Articles of incorporation.
    - Final determination letter confirming the tax-exempt status.
    - Tax returns.
    - Employment tax records.
    - Financial records

2. Corporate Legal Defense

Given the potential for new policy against Non-Profits serving immigrants, (organization's name) confirms:

- To seek Legal Corporate Services, to defend or help us in case of any challenges facing both organizations.

- To actively work with other organizations and create a coalition to defend our rights of working with the immigrant community.

3. Information and Communications Retention, includes email communications, and media outlets.

(organization's name) must enhance the privacy of all interested parties. Information should be strictly limited to absolutely necessary especially regarding residents.

- Secure Data and Update Retention Protocols. To include:

    a. Data encryption
    b. Cloud Storage Services
    c. Backups

- Email retention, to reduce exposure, all emails would be deleted after 90 days. Exceptions will need to be approved by the supervisor of each division.

- All media responses should be directed to the Executive Director or Advocacy and Communications Coordinator.

- Social Media exposure

4. Oregon a Sanctuary State

We expect that Oregon will be targeted due to its Sanctuary designation; hence we must prepare and assign a staff member to:

- Tracking new executive orders, rules, or regulations that impact immigrants.
- Collect data on immigration enforcement and its effects on immigrant communities to inform policy advocacy.

5. Resident Relations

(organization's name) will not be directly involved in providing education or inform immigrant communities about their rights under an administration that may favor restrictive immigration policies. This would include:

- Right to legal representation during immigration enforcement actions.
- Information on due process and how to access legal resources if detained.
- Updated "Know Your Rights" materials tailored to new policies and enforcement practices.

6. Emergency Preparedness and Response Teams

We will continue to prepare for potential raids, detentions, or changes in immigration enforcement practices:

- Cooperate with local authorities.
- Reporting incidents (Update this policy)
- What must staff do when ICE enters a (organization's name) property, with or without warrant.
- Rapid response teams for raids, providing legal and logistical support to those targeted by ICE. Work in progress.
- Crisis intervention services for families separated by immigration enforcement.

7. Support for Family Reunification & Mental Health

We expect family an increase on separation policies or other restrictions, hence we should as much as possible to coordinate:

- Mental health and trauma services, particularly for children and families facing stress from uncertainty, detention, or deportation. Potentially working with XXXX, a nonprofit mental health organization that collaborated with us during the pandemic.

8. Collaboration and Coalition Building

We will maintain and expand partnerships with other advocacy groups, legal experts, and local governments to:

- Amplify advocacy efforts against harmful policies.
- Strengthen community organizing to build power and advocate for immigrant rights collectively.

9. Education and Workforce Development

(organization name) might play a critical role on the training and workforce development by:

- To design a curriculum that addresses the challenges most non-profit organization staff will face during this administration. Subjects/topics might include: Managing fear, misinformation, repeating rumors, etc.
- Language classes, job training, and educational support to help immigrants integrate and succeed in their communities. Collaborate with higher education organizations to deliver these trainings.