



# DACA Renewal Clinic Guide for College & University Communities

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# Introduction

Deferred Action for Childhood Arrivals (DACA) is a type of discretionary administrative relief from deportation. The purpose of the program is to protect from deportation eligible immigrants who arrived in the United States when they were children. In addition to granting qualified undocumented immigrants protection from deportation, DACA provides the right to work legally in the United States. DACA status expires every two years with the option to renew, providing that all requirements are still met and background checks are cleared.

On September 5, 2017, the Trump Administration announced that it was terminating the DACA program. In the months following, there were multiple lawsuits filed across the country that challenged the administration's actions to terminate the program, and federal courts ordered that DACA renewals continue to be accepted and processed while the cases advance through the legal process.

## DACA at the Supreme Court

On November 12, 2019, the Supreme Court of the United States (SCOTUS) [heard oral arguments](#) on three consolidated Deferred Action for Childhood Arrivals (DACA) [cases](#). The hearing came after the Department of Justice (DOJ) requested to fast-track the three cases that were pending at the lower federal courts (New York, Washington, D.C., and California), leap-frogging the standard legal process in an effort to expedite final review of the matter.

## A Decision Can Come Any Day

Now that SCOTUS has heard oral arguments, we are expecting a decision any time between now and June of 2020, when SCOTUS usually ends its term to break for the summer. A decision could potentially end DACA renewals. We don't know when exactly the Court will announce its decision or what that decision will be, but what we do know for certain is that the U.S. Citizenship and Immigration Services (USCIS) is still accepting DACA renewal filings. For more information on possible outcomes, please visit the National Immigration Law Center's (NILC) website [here](#).

**Due to the uncertainty of the SCOTUS decision and its impact on current DACA renewal requests, we encourage DACA recipients to stay informed, consider speaking with an [immigration attorney or DOJ-accredited representative](#), and consider submitting your renewal request very soon, especially if your DACA expires in 2020.**

To learn more about what to consider when deciding to renew, read "[Know Your Power. Consider Renewing Your DACA Today.](#)" prepared by NILC. If you have questions about when to renew, we recommend reviewing NILC's "[Frequently Asked Questions: USCIS is Accepting DACA Renewal Applications.](#)"

# Why is it Important for DACA Recipients to Renew?

The purpose of this guide is to give detailed instructions to DACA recipients, administrators, and organizations to help eligible DACA recipients who choose to renew to file their renewal request as soon as possible. This guide will go over the process of how to submit a DACA renewal filing and outline available resources and steps that students and university administrators can take to host a DACA renewal clinic on campus. This guide is not legal advice and it is our strong recommendation that anybody considering to file for DACA renewal do so only upon consultation with an attorney or DOJ-accredited legal representative. **Should you host a DACA renewal clinic, it's essential that immigration attorneys are present to — at the very least — provide final review of all DACA filings. No clinic should take place without a licensed attorney or DOJ-accredited legal representative.**

DACA renewal filings are still being accepted, processed, and approved, but time could be running out. [Immigration advocates](#) across the country are advising DACA grantees to apply for renewal if their DACA is set to expire in less than a year. Eligible DACA recipients should consult an attorney or DOJ-accredited legal representative and consider renewing their DACA protections as soon as possible.

Important things to keep in mind:

- No new DACA filings are being accepted by USCIS as a result of the Trump Administration's actions. That means, if you were never approved for DACA or if you recently aged into the program, you can no longer apply.
- USCIS has proposed raising the DACA renewal fee to [\\$765 per request](#). Submit your renewal now, before the cost goes up.
- [USCIS is now accepting DACA renewal requests even if they are sent in more than 150 days prior to the expiration date](#). For more guidance and things to consider before renewing, please visit [Informed Immigrant](#) or [NILC](#).
- Depending on which service center location the DACA renewal request is sent to, it may take several months before recipients receive their new work permit. Without having a valid form of work authorization, DACA recipients run the risk of losing their jobs, financial aid eligibility, in-state tuition eligibility, etc.

If you are a DACA recipient and decide to renew without professional assistance, we encourage you to at least refer to this Informed Immigrant [Renewal Step-by-Step Guide](#) or United We Dream's "[How To Easily Renew Your DACA](#)" guidance. Please note that neither of these substitute as legal advice and that if possible, it is best to consult with an immigration attorney or DOJ-accredited representative.

**We encourage DACA recipients to stay informed, consider speaking with an [immigration attorney or DOJ-accredited representative](#), and consider submitting your renewal request very soon, especially if your DACA expires in 2020.**

# Finding Funding for Renewals

As a student or faculty member, it is important to consider that for many DACA recipients, the cost of renewal may be a barrier to renew. Funding the \$495 renewal request fee can be difficult. Some local and nationwide organizations have teamed up to provide DACA recipients the resources and funding needed to submit a renewal request. For more information on eligibility and funding an individual DACA renewal, please see <https://www.informedimmigrant.com/guides/daca-renewals-2020/>

If you are a DACA recipient enrolled at a college or university:

- Consider contacting your Diversity & Inclusion or Dream Center. They may be able to provide resources to assist you in filling out your DACA renewal request, and can potentially help find funding.
- Contact the financial aid office to see if your institution offers any emergency assistance programs.
- Programs differ within each school but some schools offer expedited funding for emergencies in the form of a loan or scholarship that does not need to be repaid. DACA renewals may be considered emergencies by your school, and if they are not, use this guide and other resources referenced in this guide to explain why your ability to timely file your DACA renewal request is of the utmost importance and is time sensitive.
- If you are in California, you may be able to get support renewing your DACA from the [Coalition for Humane Immigrant Rights](#) (CHIRLA).

# Hosting a DACA Renewal Clinic

This section will go through the step-by-step process of how to organize a successful DACA renewal clinic at your college or university. You'll find an explanation of roles, training, logistics, and required information. This information was compiled with help from Fryda Faugier Ferreira<sup>1</sup>, a Colorado educator, and Education Austin, the teachers union for the Austin Independent School District.

**Immigration attorneys MUST be present and working at any DACA Renewal Clinic. No clinic can take place without a licensed attorney or DOJ-accredited legal representative.**

# Working as a Team

Hosting a DACA clinic is all based on teamwork and communication. When coming together, make sure everyone who is participating is on the same page and has a clear understanding of what their roles are and why they're hosting a renewal clinic. Break up into teams to divide the work and to be as efficient as possible. On the following page are some suggested teams and responsibilities.

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<sup>1</sup> Fryda Faugier Ferreira\* coordinated a DACA clinic on campus in Colorado, in collaboration with [Informed Immigrant](#), and worked closely with the campus and other organizations in Denver.

## Role

## Duties

<p><b>Legal Team</b></p> <p>Any DACA clinic <b>MUST</b> have immigration attorneys or DOJ-accredited legal representatives present, as each person's case is unique and will require legal review request.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Reviews all documents provided in the folders for the attendees to ensure everything is up to date and all in correct forms needed for the renewals are included             <ul style="list-style-type: none"> <li><input type="checkbox"/> Forms needed: Cover letter, Form I-821D, Form I-765, Form I-765WS, Form G-1145</li> </ul> </li> <li><input type="checkbox"/> Recruit attorneys, DOJ-accredited representatives, and paralegals to volunteer             <ul style="list-style-type: none"> <li>• Consider working with an existing immigration law clinic on your university campus</li> <li>• You can search legal services <a href="#">here</a>.</li> <li>• Recommendation:                 <ul style="list-style-type: none"> <li>• 2 attorneys and 3 paralegals for every 10 attendees</li> <li>• Paralegals can sit with and complete the requests with the attendees and attorneys will look over each renewal request, but are not to replace the presence or role of an on-site immigration attorney.</li> </ul> </li> </ul> </li> </ul>
<p>Lead Organizers</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Reach out to local organizations to participate or donate to the clinic</li> <li><input type="checkbox"/> Keep the team connected, regularly communicate with team leads</li> <li><input type="checkbox"/> Find lawyers and paralegals that would work for pro-bono or for a low cost</li> <li><input type="checkbox"/> Schedule meetings and check-in with volunteers</li> <li><input type="checkbox"/> Create an itinerary and schedule of DACA renewal clinic</li> </ul>
<p>Program Engagement</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Identify a point person for questions from attendees</li> <li><input type="checkbox"/> Encourage participants to sign up for a <a href="#">Know Your Rights</a> Workshop, <a href="#">Educational Empowerment programs</a>, and to keep in touch with organizers</li> <li><input type="checkbox"/> Lead and host workshops</li> </ul>
<p>Volunteer Management</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Canvass and outreach to recruiting volunteers</li> <li><input type="checkbox"/> Follow up with volunteers to confirm attendance and roles</li> <li><input type="checkbox"/> Create a volunteer training program</li> <li><input type="checkbox"/> Train volunteers</li> <li><input type="checkbox"/> Create schedule and tasks for volunteers <i>*plan accordingly so you have enough time to recruit volunteers*</i></li> </ul>
<p>Community Outreach</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Design flyers for clinics</li> <li><input type="checkbox"/> Promote event before, during and after</li> <li><input type="checkbox"/> Act as the point person for television news station interviews</li> <li><input type="checkbox"/> Give media trainings</li> <li><input type="checkbox"/> Recruit surrogates for interviews</li> <li><input type="checkbox"/> Contact churches, colleges, neighborhood leaders to promote the DACA renewal clinic</li> <li><input type="checkbox"/> Lead communications with local news and any other media:             <ul style="list-style-type: none"> <li>• Community outreach teams <b>MUST</b> ensure the privacy of the attendees. No attendee should be photographed or interviewed without their consent. They must know what their photograph or interview is for and where it will be featured.</li> </ul> </li> </ul>
<p>Logistics &amp; Administrative</p>	<p>This team is responsible for all the logistic items required for a successful DACA clinic:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Confirm locations, set calendar for date and time</li> <li><input type="checkbox"/> Event setup and teardown</li> <li><input type="checkbox"/> Make sure there is food for volunteer trainings, breakfast or lunch at DACA clinics, and food/drinks for staff and volunteers on the day of the clinic</li> <li><input type="checkbox"/> Ensure volunteers and staff are taking breaks during the DACA clinic</li> <li><input type="checkbox"/> Create documents that have the number of volunteers, lawyers and staff in each station, sign-in sheets, etc.</li> </ul>

# Assess your Location

If your school or community does not have a large number of DACA recipients on campus, it may be beneficial to host a DACA clinic in a location that has a higher number of DACAmented and undocumented individuals to better serve surrounding communities.

When it comes to choosing a location for the DACA renewal clinic, there are several low- to no- cost options. If you are a student or work with a college or university community, look into an accessible on-campus location. Libraries are also often centrally located and low-budget, as are places of worship. Consider other factors such as public transportation, parking, and accessibility for those with disabilities when choosing a location.

# Create a Multi-Serving Renewal Clinic

There is additional programming you can consider including when hosting a DACA renewal clinic. Some communities have used DACA renewal clinics as an opportunity to include other critical programs and informational sessions for the local community, like "[Know Your Rights](#)" training. This way, a large number of people can be educated about their rights, including how to keep their communities safe in interactions with law enforcement such as Immigrations and Customs Enforcement (ICE) officers. Connecting with local immigrant-serving organizations who can table to offer additional resources can also be an asset. You can find local immigrant-serving organizations through [Informed Immigrant's service location search](#).

# Logistics

**Please keep in mind the following when organizing your DACA Renewal Clinic:**

*No DACA renewal clinics or clinic organizers should be mailing in DACA renewals on renewal requesters' behalf. DACA recipients and clinic participants should mail in their own renewal requests.*

*Be cautious when asking for clinic participants' personal information. For everyone's safety and security you should not keep a written list of undocumented people with their personal information. If you need people to sign up or make appointments online or over the phone to participate in the clinic, consider using only people's first name and last initial to minimize the amount of personal data you are collecting. Destroy any personal data you may have collected at the end of the clinic.*

# Timeline

DACA clinics can take up to one month to plan, but we recognize that the urgency of the current moment may require clinics to be organized in a shorter time frame. Below is a timeline that fits a one month planning schedule. Consider the following needs:

Schedule	Task
More than 1 Month	<ul style="list-style-type: none"> <li><input type="checkbox"/> Find organizations that you can partner with</li> <li><input type="checkbox"/> Propose dates and meet with potential organizations</li> <li><input type="checkbox"/> Find and confirm location - create a spreadsheet of time, date, location (share with everyone)</li> <li><input type="checkbox"/> Volunteer sign-up form</li> <li><input type="checkbox"/> Create flyers with date, location, and documents they need to have on hand</li> <li><input type="checkbox"/> Promote through social media, school website, partner organizations, and consider submitting it to the Informed Immigrant <a href="#">DACA clinic map</a>.</li> </ul> <p>Tip: Be sure to include a note on the flyers IF your DACA Renewal Clinic is a free event. This will curb any confusion from potential attendees who want to attend but may believe they have to pay for the lawyer services.</p>
1 Month	<ul style="list-style-type: none"> <li><input type="checkbox"/> Create handout folders and double check that they contain the most updated paperwork for the volunteer training</li> <li><input type="checkbox"/> Confirm volunteer training location</li> <li><input type="checkbox"/> Confirm lawyers, paralegals, and law students who are expected to volunteer</li> <li><input type="checkbox"/> Confirm availability of photocopying machine</li> <li><input type="checkbox"/> Confirm availability of or purchase supplies needed for taking passport photos, if you will be providing passport photos (for the employment authorization document application)</li> </ul>
3 Weeks	<ul style="list-style-type: none"> <li><input type="checkbox"/> Confirm food, chairs, tables, etc.</li> <li><input type="checkbox"/> Create posters to hang around your campus</li> </ul>
2 Weeks	<ul style="list-style-type: none"> <li><input type="checkbox"/> Continue to amplify on social media</li> <li><input type="checkbox"/> Host volunteer training in-person or via webinar</li> <li><input type="checkbox"/> Call volunteers to answer last-minute questions</li> <li><input type="checkbox"/> Email volunteers, staff, and participants the logistics for the clinic</li> </ul>
1 Week	<ul style="list-style-type: none"> <li><input type="checkbox"/> Gather supplies needed</li> <li><input type="checkbox"/> Create the applicant folders with updated documents from USCIS</li> <li><input type="checkbox"/> Confirm with any prospective DACA renewal requesters who sign up in advance.</li> </ul>
Week of	<ul style="list-style-type: none"> <li><input type="checkbox"/> Assess location and figure out where each table should be set up</li> </ul>
Day of	<ul style="list-style-type: none"> <li><input type="checkbox"/> For more guidance see below</li> </ul>

# Working with Campus Security & Local Police

To ensure the safety of the clinic, consider working with campus security or local police. In case there are unwanted people, preventative steps must be made beforehand to protect the safety of participants, staff, and volunteers.

Since there will be an increase of people at the clinic, campus security and local officers need to be notified that there will be people entering campus for an event, and their presence should not be threatening. Notifying campus security of the event will limit the chances of attendees from being denied entry.

## Supplies Needed

- Tables & Chairs
- Paper clips \*do not staple DACA renewal requests\*
- Station posters/signage
- Commercial size printer & toner
- Printer paper
- Extension cords and surge protectors
- Printer ink
- Water
- Manila 10×13 inch clasp envelopes (pre-addressed to your specific USCIS field office location. Locations can be found [here](#) or on page 8)
- Pens
- Partner organization banners
- Immigration Legal Resource Center Red cards: These cards are to help people assert their rights and [how to defend themselves](#) in many situations, such as when approached by an ICE officer, when an ICE officer goes to a home, etc. Download Red Cards [here](#).
- Clipboards
- Laptops/Computers
- Name tags for volunteers and a way to differentiate lawyers from other volunteers to whom legal questions can be asked
- Paper shredder
- DACA applicant packets in folders
  - Make a copy of 20 extra applicant packets to your perspective attendee count
  - Make a copy of 25 extra copies of each document to your perspective attendee count
- Snacks
- Photocopier
- Camera and backdrop for passport photos

### You do not need:

To collect the personal information of DACA recipients or other undocumented people.  
**Keep participants anonymous for privacy and safety reasons!**

# Day of the Event

Check in: Create a check-in or front desk, so attendees can have the necessary documents needed to begin their renewal process. It may be helpful to include:

- An intake folder with all up to date USCIS renewal documents
- Materials in English, Spanish, and/or other languages that are prominent in your community
  - [Know Your Rights Materials](#), [Family Preparedness Plans](#), etc.
- Liability waivers clarifying that the assistance being provided is limited to the clinic, if applicable.
- Photo consent forms.
- A document that asks
  - If they have brought their DACA renewal requests passport, and passport photos
  - If they are within 9-12 months of their DACA renewals
  - If they've been arrested since being granted their last DACA

Be mindful of others' privacy, especially the participants.

- Being undocumented is sensitive information. Having a picture of participants on your social media or website after a DACA renewal clinic can create significant issues in exposing any DACA recipients to unknown risks in their lives.
- Incorporating media: Create a clear and designated area where media can be. Media should be away from where legal assistance is taking place. Interviews should take place in a particular section where it does not show any sensitive information or have attendees in the background.
- When taking pictures, do not take pictures of your participants. If you do, have them sign a photo release form, and inform them how you will be using the photo. Make sure that you have their complete consent of using the photo before posting it. Volunteers should also provide written consent if photos of them will be taken/used.

# Layout – Organizing Your Space

Hosting a DACA renewal clinic is a great way to provide information and essential resources for DACA recipients in your community to renew right now. Renewing DACA is one of the most important actions one can take to protect oneself. A DACA renewal clinic can also serve as a way to engage the surrounding immigrant community, who may or may not have DACA status, and your community at-large, who seek to support immigrants. In most cases, renewal clinics will attract families, community members, and allies.

Below is a prospective list of DACA renewal clinic attendees:

- Lawyers & paralegals
- Community organizations/national nonprofit chapters
- Colleges and universities
  - Surrounding K-12 schools
- Undocumented immigrant community
  - Community leaders
  - Parents
  - DACA eligible youth
  - Other undocumented individuals
- Academic professionals
  - Teachers
  - Counselors
  - Administrators
- Local media
- Volunteers
- Allies
- Security

# Layout – Organizing Your Space Cont'd

Make the most of your location and optimize the space to be as efficient as possible. Below are ideal ways to break up your space to have a better flowing renewal clinic:

- 1. Waiting Area:** Overcrowding in a clinic can cause problems like inefficiency and decreased privacy. An area should be designated for attendees to wait. Depending on the size of your location, you can use additional space in the waiting area for immigrant-serving organizations to set up tables and provide information to immigrants about their rights, what to do when encountering immigration officers, and other helpful resources.
- 2. Working Area:** This area should be designed for attendees to fill out their document. At least one paralegal or lawyer should be present to explain each document and answer any questions applicants may have. A staff member also should be present to make sure there are enough copies of each document, pens, etc.
- 3. Legal Assistance Area:** In your location, there needs to be a space dedicated to lawyers, paralegals, and law students to work on renewals. Lawyers must have a space to provide immigration screenings, and to ask questions to each applicant. This space has to have complete privacy, and is only available to those providing legal assistance and attendees. No media presence is allowed.
- 4. Passport Photo and Photocopying Station:** If you will be providing passport photos and making photocopies of finalized renewal requests, providing one or two passport and photocopying stations will help the clinic flow smoothly.
- 5. Media Area:** Privacy is the top priority for any DACA renewal clinic. If your organization is planning to incorporate local news outlets, designating a space for media to be will ensure that participants privacy is protected. This space can provide room for the media to set up their equipment, and conduct interviews. Pick a space where interviews do not have attendees in the background.

# Incorporating Media

If your clinic is planning on incorporating local news outlets or any media, seek guidance from whomever is helping to host the clinic. If you're a student organization that is holding a DACA renewal clinic, reach out to the university and local organizations about the possibility of inviting the media to understand how you should prepare.

For example, having a separate room for the media to stay in or people who have been identified who could speak to the media.

Consult with a local organization or your university about issuing media advisories and releases. Their guidance will help you with the language you should use and where to publish the statement. If you have any questions on how to issue media statements, advisories and communications questions, reach out to FWD.us at [students@fwd.us](mailto:students@fwd.us).

Please remember that it is extremely important to protect the identity of the individuals who are attending to renew their DACA. We strongly suggest reaching out to FWD.us for more guidance on steps to take to protect their privacy.

# Volunteer Training

Volunteer training is conducted by the Volunteer Management team and immigration attorneys with the purpose of explaining everyone's roles during the clinic as well as essential information about DACA renewal eligibility requirements, supporting documents, and how to fill out DACA requests.

Volunteers assist with any on-site logistical needs, including room setup, providing snacks for clinic staff, photocopying final renewal requests upon approval by the reviewing attorney or accredited representative, greeting incoming attendees, taking passport photographs for the employment authorization application, and more, as needed.

Because different groups of volunteers may be performing slightly different tasks, feel free to break volunteers up into the following groups at some point during the training to outline the tasks of each specific group.

## 1. Legal Team - Attorneys, Paralegals, Law Students

- Team role: Review DACA renewal requests, conduct immigration screenings, and answer immigration questions

## 2. General Volunteers

- Team role: Clinic participant registration, DACA renewal request printing, other event logistics

## Supplies to be created by you

## Description

Volunteer Training Packet	<p>This packet should:</p> <ul style="list-style-type: none"><li>• Describe volunteer roles</li><li>• Lay out DACA renewal clinic logistics</li><li>• Include who to contact for questions and emergencies</li></ul>
DACA Renewal Packets	<p>These packets should contain all documents and information that are relevant to people who are renewing their DACA including:</p> <p>Renewal Documents</p> <ul style="list-style-type: none"><li>• <a href="#">Form G-1145</a></li><li>• <a href="#">Form 1-821D Consideration of DACA</a> (Pages 1-7)</li><li>• <a href="#">Form I-765 Application for Employment Authorization</a></li><li>• <a href="#">Form I-765 WS</a></li><li>• IRC Example: <a href="#">Screening for Immigration Relief - Client Intake Screening</a></li><li>• <a href="#">Continuous Residence Chart</a> (under Travel Information section)</li><li>• This packet should be put together by or in conjunction with legal assistance. Double check the contents of the packet with your volunteer attorney(s) and make sure all attorneys, paralegals, and law students who will be assisting with renewals are familiar with this packet and the process, including all the sections that need the DACA recipient's signature.</li></ul> <p><b>Tip:</b> Use sticky notes to mark the sections that need to be signed by attendees so you don't miss any!</p>
DACA Renewal Clinic Volunteer Confidentiality Agreements	<p>Consider a form for volunteers to fill out to maintain the security of personal information shared throughout the event.</p>
Frequently Asked Questions	<p>Work with your volunteer attorney(s) to put together some FAQs that clinic volunteers may be asked by attendees. Include information on who to direct legal questions to.</p>
Powerpoint Presentation (Optional)	<p>If you choose to put together a powerpoint or other presentation, consider including:</p> <ul style="list-style-type: none"><li>• An explanation of DACA renewal eligibility requirements and renewal request <a href="#">information</a></li><li>• Information on the current policies and news around DACA for background</li><li>• Guidance for who at your clinic can answer DACA-related and legal questions asked by attendees</li><li>• The layout of the renewal clinic and what volunteers can most likely expect in their roles</li><li>• Goal of the renewal clinic</li></ul>
Volunteer Sign-In Sheet	<ul style="list-style-type: none"><li>• Keep track of the volunteers who have completed their trainings</li><li>• Gather volunteers' contact information</li></ul>
Supplies	<ul style="list-style-type: none"><li>• Pens, sticky notes, computers, extension cord, projector, projector screen</li><li>• Supplies for participants to write notes and questions, name tags</li></ul> <p><b>Tip:</b> It may be helpful for clinic volunteers to have flags or signs with them so they can flag down expert attorneys if the volunteers need help addressing more complicated legal matters brought up during a screening.</p>

# Follow-up After the Clinic

If your campus plans on doing a DACA renewal clinic again, get feedback from participants at the event. You can leave anonymous survey sheets that folks can fill out as they leave the clinic.

Show your appreciation to the volunteers, lawyers, paralegals, and other members by following up with a thank you email or card. Make sure partnered organizations have access to debriefing notes from the clinic and contact information for reference.

Send a thank you note to the school representative, if applicable, with whom you worked to coordinate the event.

