

Standard Operating Procedure (SOP) Outline:

Caring4Humanity Organization

Purpose: Establish a standardized framework to define, execute, and measure the short-term and long-term organizational goals of Caring4humanity.

Scope: Applies to all executive board members, program managers, caseworkers and volunteers operating on behalf of the organization.

Goals: Directing all goals toward providing immediate humanitarian relief, safety, and advocacy for vulnerable, non-status, and at-risk populations in Canada.

***Target Demographics*:**

1. Refugee claimants, asylum seekers, and individuals with pending permanent residency status.
2. Temporary visa or permit holders lacking healthcare insurance, provincial health cards, and or work permits.
3. At-risk single mothers, widows, and orphans facing abuse who face barriers to entering traditional women's shelters, lack employment, and are awaiting government support.

****Distribution of funds : ****

Caring4Humanity has structured monetary help/ support according to following format :

1. Single mothers living below poverty line, with no Canadian status, no income, no health benefits and or no employment permits with up to 2 children(Caring4Humanity will try and provide up to \$500 Canadian per fiscal year)
2. Single mothers with above criteria's and having 3 or more children (Up to \$ 1000 Canadian per fiscal year)



3. Families with children 2 or more who have no legal status , no employment permits or health care benefits and are waiting to get their benefits(Up to \$ 1500 per fiscal year .

1. At risk and other needy, vulnerable families who are refugee or under the poverty line and need assistance (Caring4Humanity will prioritize assistance according to funds available).

Organizational Strategic Goals

1. Humanitarian & Basic Needs Relief

2. Food and Housing Security: Provide emergency food supplies, grocery vouchers, household items, clothing and temporary housing stipends for families entirely lacking any kind of government grants or assistance and any other kind of help from other sources.

3. Healthcare Access Bridges: Partner with community clinics, pro-bono medical professionals, and pharmacies to supply urgent medical attention and prescription medication to those without health cards or any private insurance.

4. Safety, Protection, & crisis intervention

Help support systems for abused single mothers and widows who cannot access standard women's shelters due to legal status or capacity issues.

Legal Support & Guidance:

Connect refugee claimants and asylum seekers with pro-bono immigration lawyers and legal clinics to safely navigate their status applications.

Long-Term Empowerment & Integration skills and Education:



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Organize informal language, community navigation, and skill-building workshops to prepare individuals for future employment once permits are secured.

Advocacy & Systemic Change: Campaign for policy adjustments regarding temporary resident access to healthcare and employment rights in Canada.

***Operational Objectives (The SMART Framework*)**

Specific: Target exact priority neighborhoods and demographics (e.g., matching a set number of non-status families with local healthcare resources).

Measurable: Track the number of individuals served monthly, the dollar value of food, household items, clothing, groceries, medical aid etc provided.

Achievable: Scale operations progressively based on community donations, volunteer caseworkers, and grant funding.

Relevant: Ensure every operational activity directly improves the safety, health, or legal standing of the target demographics.

Time-Bound: Review and reset specific operational quotas every quarter.

Roles & Responsibilities

1. Reviewing and approving long-term strategic goals annually.
2. Translating organizational goals into daily volunteer tasks and department objectives.
3. Monitoring, Evaluation, & Reporting key Performance Indicators such as but not limited to number of non-status families successfully bridged to emergency healthcare, number of abused women provided safe, alternative shelter or crisis intervention.



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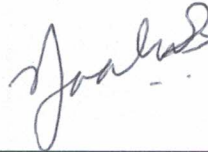
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Review Cycle: Conduct semi-annual evaluations to ensure operational objectives are being met and adapt to changing Canadian immigration policies.

Compiled and signed by the Directors:



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Sept. 23, 2026.

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