

AGENDA
CULTURAL RELATIONS ADVISORY BOARD

Wednesday, July 17, 2024 – 10:00 am
City Hall Commission Chambers – 806 N Second Ave.

CALL TO ORDER

Introductions:

Consent Calendar:

1. Approve Minutes from May 15, 2024
2. Approve Minutes from June 19, 2024

NEW BUSINESS:

1. Guatemalan Consulate

OLD BUSINESS:

1. Five Flags Update
2. Welcoming Week Committee Update
 - a. International Festival 2024
3. Naturalization Scholarship Update
4. Naturalization Ceremony Update

BOARD PROGRAMS/DATES (keep in mind):

- July 25 – August 4, 2024 Dodge City Days
- August 1pm-2pm, Five Flags Premiere and Panel Discussion, Boot Hill Museum
- September 15- October 15, 2024, National Hispanic Heritage Month
- September 3, 2023 Welcoming Week Proclamation
- September 8, 2024, 2pm-6pm Dodge City International Festival, Wright Park
- September 13-22, 2024, Welcoming Week
- October 19-20, 2024, Guatemalan Consulate
- December 10, 2024, Human Rights Day

COMMENTS FROM BOARD MEMBERS/STAFF

ADJOURNMENT

MINUTES

CULTURAL RELATIONS ADVISORY BOARD

Wednesday, May 15, 2024 – 10:00 am
City Hall Commission Chambers – 806 N Second Ave

CALL TO ORDER

Attendees: Holly Mercer, Cecilia Holguin, Debbie Snapp, Yarisel Sanchez, Jeff Heirs, Brenda Carmona, Karla Lees, Joel Tuche

Absent: Esmeralda Soto, Susan Finley, Coral Lopez

Staff: Melissa McCoy, Darlin Rayo

CONSENT CALENDAR

1. Approve Minutes from April 17, 2024, Meeting: Jeff Heirs motioned to approve the minutes, and Debbie Snapp seconded the motion. Motion Carried 11-0.

NEW BUSINESS

1. National Partnership for New Americans, Report by Magaly Arteaga, Program & Training Manager: Magaly gave the board an over view of what NPNA does and their mission. The National Partnership for New Americans is a coalition of state, federal, and local organizations dedicated to integrating immigrants into American society. NPNA advocates for immigrant rights, promotes civic engagement, and facilitating pathways to citizenship.

OLD BUSINESS:

1. Five Flags Video Update: Staff showed the draft for the Five Flags Video. Karla offered to add the Dodge City Days itinerary.
2. Welcoming Week Committee Update
 - a. International Festival 2024: Progress is being made in all areas of the planning, crossroads kitchen committee reported they have two past participants confirmed and Lisa Klassen said she also had contacts of people who would like to participate.
3. Engage Dodge Spring Session and Reception Invitation: Darlin Rayo updated the committee on the progress of the Engage Dodge classes coming to an end and extended an invitation to the reception.
4. Naturalization Scholarship
 - a. Awardee Letter and Rejection Letter: Darlin Rayo presented the letters that were used last year, and the committee suggested a few changes. After these changes are made Darlin will send them out to the committee for their review and approval.
5. Immigration Attorney Informative Session Update: No Updates currently.

Minutes Submitted by Darlin Rayo
Approved 00/00/0000

BOARD PROGRAMS/DATES (keep in mind):

- June 1, 2024 Main Street Festival
- June 17-23, 2024 Refugee Week
- June 27, 2024 USCIS Naturalization Ceremony in Dodge City
- June 29, 2024 Latino Summit
- July 25 – August 4, 2024 Dodge City Days
- National Hispanic Heritage Month September 15- October 15, 2024
- September 3, 2023 Welcoming Week Proclamation
- September 8, 2024, Dodge City International Festival, Wright Park
- September 13-22, 2024, Welcoming Week
- Human Rights Day – Tuesday, December 10, 2024

COMMENTS FROM BOARD MEMBERS/STAFF

ADJOURNMENT

Debbie Snapp made a motion to adjourn, Yarisel Sanchez seconded. Motion carried 11-0.

MINUTES
INTERNATIONAL FESTIVAL PLANNING &
CULTURAL RELATIONS ADVISORY BOARD

Wednesday, June 19, 2024 – 9:00 am
City Hall Commission Chambers – 806 N Second Ave

CALL TO ORDER: Brenda Carmona called the meeting to order at 9:10am

Attendees: Holly Mercer, Cecilia Holguin, Debbie Snapp, Brenda Carmona, Karla Lees, Coral Lopez, Isabel Garcia, and Brie Burkhart

Absent: Esmeralda Soto, Susan Finley, Yarisel Sanchez, Jeff Heirs, Kristin Hines, and Jose Ramos

Staff: Melissa McCoy, Darlin Rayo, and Roxana Arjon

CONSENT CALENDAR

1. Approve Minutes from May 15, 2024, Meeting: Due to not meeting quorum at this meeting, minutes will be deferred to the next meeting. No changes or questions at this time.

NEW BUSINESS

OLD BUSINESS:

1. Five Flags Video Update: Holly Mercer reported that adjustments were made based on feedback, including the addition of credits. A shorter version will also be available for Boot Hill Museum. The screening is scheduled for August 1st at 2:00 PM at Boot Hill Museum in the Mariah Gallery. Humanities Kansas has been invited and will try to attend.
2. Welcoming Week Committee Update
 - a. International Festival 2024: It was suggested to run the short video of Five Flags somewhere at the International Festival. Coral Lopez reported that 9 vendors have registered so far. The only expense in the budget is the New Americans Dinner. Currently, there is \$17,000, but \$10,000 is allocated for the video, leaving a budget of \$7,000 for the International Festival. Coral Lopez will start sending invoices to businesses that have agreed to sponsor. Brenda Carmona reported that 7 participants have confirmed for Crossroads Kitchen. Lisa Klassen, Debbie Snapp, and Melissa McCoy have confirmed several sponsorships. Karla Lees will send information about renting a tent. The committee discussed where to place Crossroads Kitchen since the shelter doesn't have electricity. Before the next meeting, a walk-through is needed to determine where to set up at the Crossroads Kitchen and the train. United Way has expressed interest in sponsoring Kevin Milford's train that is ADA accessible; another option is to have Victory Electric sponsor their train but it would only be available for children. Isabel Garcia found a Haitian dance group, but they

requested help purchasing items for their attire. Coral Lopez suggested moving the Car Show award announcements to 5:45pm on the entertainment schedule, allowing more time for other performances such as S.K.I.L.L, Haitian dance, and folklorico dance. Darlin Rayo presented the name "World Threads" for the Cultural Fashion Show, and the registration form is also complete. Members approved the name, and staff will begin promoting the event and recruiting participants.

3. Engage Dodge "On Wheels": Staff is considering a more young adult-friendly approach to Engage Dodge for ESOL students. The idea is to condense the program into two full days and make it more interactive. Students will receive descriptions of each department's functions, similar to the regular Engage Dodge, but will also take a trolley to visit different departments and facilities, including a "Why Not Dodge" tour. This format could also be an option for adults. Debbie Snapp suggested an Engage Dodge "Interactive," consisting of multiple half days where participants can role-play actual tasks performed by the departments.
4. Naturalization Scholarship Update: Darlin Rayo reported she has reached out to all applicants except two. One applicant withdrew their application, and another has not yet sent their W9. Darlin Rayo will coordinate with Nicole this week to ensure the checks are distributed by the end of the month.
5. Naturalization Ceremony: The event will take place on the 27th at 2 pm at Boot Hill Casino and Resort Conference Center. Intake will start at noon. Volunteers are asked to be there at 12 pm, or 1 pm. Vocalist is Miss Kitty from the Boot Hill Museum, Color Guard from Dodge City High School Air Force JROTC, Speaker is David Rebein, The Ford County Election Office will be set up in the lobby to assist new citizens in registering to vote after the ceremony.

BOARD PROGRAMS/DATES (keep in mind):

- June 27, 2024 USCIS Naturalization Ceremony in Dodge City
- June 29, 2024 Latino Summit
- July 25 – August 4, 2024 Dodge City Days
- August 1, 2024 Five Flags video premiere at Boot Hill Museum
- National Hispanic Heritage Month September 15- October 15, 2024
- September 3, 2023 Welcoming Week Proclamation
- September 8, 2024, Dodge City International Festival, Wright Park
- September 13-22, 2024, Welcoming Week
- October 1 – December 1, 2024 Humanities Kansas Sorting Out Race Exhibit
- October 9, 2024 Sorting out Race Exhibit Discussion
- Human Rights Day – Tuesday, December 10, 2024

COMMENTS FROM BOARD MEMBERS/STAFF

Karla Lees announced that Dodge City Days lapel pins and t-shirts will be available for purchase soon.

ADJOURNMENT

Karla Lees made a motion to adjourn, Debbie Snapp seconded. Motion carried 5-0.



FIVE FLAGS VIDEO PREMIERE

BOOT HILL MUSEUM
MARIAH GALLERY
500 W WYATT EARP BLVD

FOLLOWED BY A PANEL DISCUSSION
WITH THE FILM'S HISTORIANS

THURSDAY
AUGUST 1ST 2024
2:00-3:30PM

QUESTIONS?
PLEASE CALL
620-225-8100 OPTION 6



HUMANITIES
KANSAS



DODGE CITY
COMMUNITY COLLEGE



ESTRENO DEL VIDEO FIVE FLAGS CINCO BANDERAS

BOOT HILL MUSEUM
MARIAH GALLERY
500 W WYATT EARP BLVD

SEGUIDO DE UNA MESA REDONDA
CON LOS HISTORIADORES DE LA PELÍCULA

JUEVES
AGOSTO 1 2024
2:00-3:30PM
PREGUNTAS?
POR FAVOR LLAME A
620-225-8100 OPCIÓN 6



HUMANITIES
KANSAS



DODGE CITY
COMMUNITY COLLEGE

GUATEMALAN CONSULATE MOBILE SERVICES – VOLUNTEER GUIDE

The Consulado General de Guatemala en Oklahoma City, OK has visited Dodge City, KS three times to provide mobile services to the community. At these events, Guatemalan nationals have attended from across Kansas, Oklahoma, Texas, and even Iowa.

As a volunteer, your responsibility is to help set up the tables and chairs for the Consulate and help attendees fill out the required forms to receive their documents. Volunteers must speak be able to communicate in Spanish. The ability to speak K'iche, K'achiquel, or another Mayan language is greatly desired.

I. CONSULATE SET UP

The Consulate tends to arrive the Friday before services will be provided to set up the tables and chairs for the event. City and library staff tend to take care of the set up themselves.

Dodge City Library Set Up

The Dodge City Public Library is the preferred location for hosting any mobile consulate events. The library is a large, indoor community space that ensures attendees need not wait outside for their appointments. Community organizations have sufficient space to set up and are in an optimal location to speak with people while they wait.

There are four main areas to set up: community organizations, intake, ID card services, and passport services.

- Community Organizations
 - Community organizations will set up in the children's area of the library. They can be placed near the basement entrance as seen in the two photos below.
 - Volunteers should ensure that each community organization is provided with a table and 2-3 chairs.



These images depict where Genesis Family Health and Alce Su Voz had set up to provide information to attendees.

- Intake
 - All consulate services will be set up in the large meeting room located in the basement of the library. The intake section is where attendees will fill out paperwork and where consulate staff check over attendee documents and paperwork.
 - Volunteers should place this section as close as possible to the entrance of the room and near an outlet. One table should be provided for this section with two chairs for the table. Numerous chairs should be set up in this area for attendees. If a photocopier is provided, it should be placed in this section near the table.



This image depicts where the intake section was located. There are two additional rows of seats that are not shown in the image.

- ID Card Services
 - This section is where attendees go to receive their ID card. Many attendees will already have a card meaning this section should be small.
 - Volunteers should place this section near a wall and an outlet. Consulate staff require a blank wall for the photographs. One table should be provided for this section with four chairs around the table. 2-4 chairs should be set up in this area for attendees.
- Passport Services
 - This section is where attendees go to receive their passport. Most attendees will have an appointment for a passport meaning this section will require a lot of space.
 - Volunteers should place this section in an area that allows for a large waiting space for attendees and is near an outlet. One table should be provided for this section along with four chairs around the table. Numerous chairs should be set up in this area for attendees.



This image depicts where the ID Card and Passport Services sections were located. The chairs in the foreground leading to the collapsible poster stands are where Passport Services was situated. In the background, where the two taped white sheets can be seen, is where the ID Card services were situated.

II. DOCUMENTS

There are three common documents that attendees will bring to the mobile services event: Birth Certificate, ID Card and/or Passport. Attendees will also bring a money order with them to pay for documentation services. These documents should be kept flat and not be folded.

- **Birth Certificate:** Most, if not all, community members will bring with them their birth certificate (certificado de nacimiento). The birth certificate is sometimes referred to as the RENAP (reh-nap), which stands for the Registro Nacional de la Personas (National Registry of Persons). An example RENAP can be found on page 7.
- **ID Card:** Some community members will have their ID Card with them. In Guatemala, the ID Card is referred to as the DPI (deh-peh-ee), which stands for Documento Personal de Identificación (Personal Identification Document). An example of the DPI can be found on page 8.
- **Passport:** Some community members will have their Passport (expired or unexpired) with them. An example of the passport can be found on page 9.
- **Money Order:** A money order is a certificate that allows the stated payee to receive cash on demand. This is the only form of payment that will be accepted. An example of a money order can be found on page 10.

- Attendees should have one money order per documentation service per person. e.g., If an attendee wants an ID Card and a Passport, they should have two separate money orders.
- Attendees should bring a *blank* money order that does not have the “Pay to the Order of” section filled in. The Consulate will fill out the money order at the event.
- **NOTE:** The Consulate is unable to accept Money Gram.

III. VOLUNTEERING

Volunteers at the event will assist attendees with filling out 2-3 forms (formularios): Attendee Information, the Declaration of Fingerprints Form, and the Lost Passport form.

Attendee Information

The first section of the Attendee Information form will ask about which documentation services the attendee wishes to receive: ID Card and/or Passport (5 or 10 Years).

- The form will ask for the CUI (queue), a 13-digit code that is similar to a Social Security Number. This number can be found on the RENAP under the *Datos del Inscrito* text and above the *Documento de Identificación* text. It can also be found on the DPI where it states *Codigo Unico de Identificación -CUI-*.
- If the attendee has a passport, you should also write down the passport number. Make sure you write the two sets of numbers that are on the passport!
- You will also need to include the place where the recipient received the RENAP/DPI. This information will include the *Departamento* (State) and the *Municipio* (Locality) in that order.
 - You can find this information on the RENAP above the attendee’s name; it will be capitalized. Make sure you write the Departamento before the Municipio.
 - On the DPI, this information will be found on the back of the card where it says Lugar de Nacimiento. The top word is the Departamento and the bottom word is the Municipio.

The second section of the form will ask for basic information about the attendee such as their name, date of birth, place of birth, and height/weight.

- Most of this information can be found on the attendee’s RENAP. Use the RENAP information to fill out the form whenever possible.
- When writing the attendee’s name, make sure you write down only one name in each box. Hint: On the RENAP, the attendee’s last name(s) comes after the comma.
- The Consulate will have a tape measure and a scale to determine height/weight if the attendee does not know.

The third section of the form will ask for information about the attendee’s parents.

- This information should be taken from the RENAP if available. It can be found on the lower half of the page under *Datos del Madre* (Mother’s Information) and under

Datos del Padre (Father's Information). Hint: On the form, you will write the father's information before writing the mother's information. Make sure you write the correct information in the box!

- Note: If the father's information is not located on the RENAP, leave that box on the form blank. Information on the form must match information on the RENAP.

The fourth section of the form will ask for the attendee's permanent address and mailing address.

- Some attendees will bring a copy of a bill or a piece of mail with the information listed on there.
- Ensure you ask the attendees whether they receive mail at the address they live at. If their permanent address is different from their mailing address, write down the mailing address as well. If the two are the same, you need only to write it once.

Finally, the attendee must sign the form at the very bottom line.

- If the attendee is younger than 18 years, the parents must sign the form and include their CUI number. There will be box for the CUI to be written within, which can be found on the parent's RENAP or on the child's RENAP near the parent's information section.
- If the minor has a legal guardian present at the event instead of their parents, refer the minor to the Consulate when they are free.

Declaration of Fingerprints

The Declaration of Fingerprints form will require only the attendee's name, CUI and signature. Insert this information in the correct location and ensure the attendee signs the form.

In some cases, an attendee may not be able to have their fingerprints taken due to amputation or another reason. Fill the form out with the above info, and the Consulate will take care of the rest.

If the attendee is a minor, this form should be filled out with the father's information if he is present. Otherwise, fill the form out with the mother's information. Note: Confirm with the Consulate if this is the procedure they will be following as it has been different/changed in past events.

Lost Passport

If an attendee has had a passport before in the past, they must bring the passport or a copy of the passport with them regardless of whether it is expired or not. If an attendee has lost their passport or has forgotten it at home, they must fill out the Lost Passport form.

This form will require only the attendee's name and their signature.

IV. EXTRANEOUS CIRCUMSTANCES

In some cases, attendees can receive mobile services without having an appointment. These special cases include: documents about to expire, women who are pregnant, and elderly individuals. The Consulate will determine whether to accept attendees who do not have an appointment.

Attendees who wish to register their marriage with the Government of Guatemala or wish to register their children with dual citizenship may also receive services without an appointment. Refer these individuals to the Consulate. They will be given a separate form to fill out.



Correlativo: E0061219517012020



VERIFICADOR: 7A3561A590B4
ID:001016800730

Registro Civil de las Personas Certificado de Nacimiento

El Infrascrito Registrador Civil de las Personas del Registro Nacional de las Personas del Municipio de Guatemala, Departamento de Guatemala,
CERTIFICA

que con fecha diecinueve de septiembre de mil novecientos ochenta, en la partida 7207, folio 104 del libro 41 A , del Registro Civil del Municipio de GUATEMALA, Departamento de GUATEMALA, quedó inscrito el Nacimiento de:

- María Luisa , González Duarte -

Nombres y Apellidos del Inscrito



Datos del Inscrito

2320 55634 0103

Documento de Identificación Nacional de las Personas

ocho de agosto de mil novecientos ochenta y seis

Fecha de Nacimiento

Guatemala, Guatemala, Guatemala

Lugar de Nacimiento

Femenino

Género

Datos de la Madre

- Ana María , Duarte López -

Nombres y Apellidos de la Madre

--

Fecha de Nacimiento

El Tumbador San Marcos

Lugar de Origen

Fotografía
no
disponible

Fotografía
no
disponible

Datos del Padre

- Juan Carlos , González Castillo -

Nombres y Apellidos del Padre

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Fecha de Nacimiento

Esta capital

Lugar de Origen



RENAPPORAL
17/01/2020 11:03:47 a. m.
ServiciosWeb
ingridrubio1980@gmail.com

THIS DOCUMENT CONTAINS A TRUE WATERMARK - HOLD UP TO LIGHT TO VIEW

WESTERN UNION WU
moving money for better

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Payable at Wells Fargo Bank Grand Junction - Downtown, N.A., Grand Junction, Colorado

MONEY ORDER

PAY EXACTLY
PAY TO THE
ORDER OF



PURCHASER'S ADDRESS

PAYMENT FOR/ACCT. #

PURCHASER'S SIGNATURE
PURCHASER BY SIGNING YOU AGREE TO THE TERMS ON THE REVERSE SIDE

template