



Registry Week Agenda

The flow of the actual Registry Week should follow this basic structure:

1. Volunteer training the week or weekend before your Registry Week. You may also choose to offer training the day of surveying (in addition to or instead of the week before) to capture as many volunteers as possible.
2. Surveying at shelters, hospitals, drop-ins etc. to capture as many people experiencing homelessness as possible. You can survey at these locations during the day(s) of the street survey (as outlined below) and/or in advance (whatever makes the most sense in your community).
3. One to three days of street surveying in either the early morning (e.g. between the hours of 5AM and 8AM) or later night (e.g. 10PM and 1AM). Please work with the shelters and other facilities to determine the best time conduct these survey sessions. The suggestion of early morning surveying is deliberate, and we recommend conducting surveys during this time for the following reasons:
 - a. There will be little question as to whether someone sleeping outside during these hours is homeless or not
 - b. This is before local businesses open and begin to ask people sleeping in front of their establishments to move along
 - c. If someone has spent the day drinking, it is likely they will be most sober in these early morning hours
4. At the end of each survey session, teams will return to Registry Week [headquarters](#) to drop off materials. Each team should go through a [debriefing](#) process. You can also track the number of surveys completed at Registry Week headquarters by location on a [Team Results Wall Chart](#).
5. Enter [data](#) during and immediately following the Registry Week. Do an initial data analysis and include it in a pre-prepared PowerPoint.
6. Hold a community [debrief](#) with all volunteers, the homelessness response system and other key stakeholders (e.g. politicians, other key systems) and media.