**Registry Week Prep Checklist**

**Enrollment and Early Planning Phase**

Recruit a campaign leadership team

Identify target date for Registry Week

Begin search for project manager (mentioned above) to support your Registry Week team

(Getting Started Section)

**10 Week Prior to Registry Week**

Convene campaign leadership team and create task forces to divide up the work. Templates for

task forces and information on who should be on your team are available in the Building a

Strong Local Team Section.

Set up meetings with key elected officials to secure their support for the project. Show them

the inspiring videos! (see the BFZ-C [Video Library](https://bfzcanada.ca/video-library/))

Create Facebook and Twitter accounts for the work (Volunteer Planning and Recruitment

Section)

Plan the scope and strategy behind your survey. What impact do you want to achieve with your

campaign (e.g. reduce rough sleeping, emergency shelter use etc.)? Who do you want to make

sure to survey (street homeless, shelter, youth, Aboriginal peoples, women etc..,)? Where are

they or will they likely be? *Estimating how many people you will most likely interview is a critical*

*step in the process*. You may also want to consider engaging or consulting homeless people. This

can help you find people and understand when and how to most effectively engage them.

(Volunteer Planning and Recruitment Folder)

Hold discussions about any local modifications to the VI‐SPDAT (like adding questions). Note: no

scored questions can be changed but we can add other non‐scored questions (Clarifying Your

Demand Folder)

Assemble media contact list with the names, email and phone numbers of media who cover

homelessness plus the assignment editors

Decide whether or not to have t‐shirts made for Registry Week Staff and Volunteers

Complete initial budget for Registry Week project (Budgets & Supplies Folder)

Modify sponsorship sheet and Sponsorship Request Letter (Budgets and Supplies Folder) to use

to solicit support

**8 Weeks Prior**

Design volunteer recruitment flyer (Volunteers Planning and Recruitment Folder)

Create a volunteer sign up form to capture volunteer information

Meet with community leaders to recruit volunteers

Review CAEH data sharing agreement (Building a Strong Local Team)

Review 20,000 Homes Sample Consent Form allowing VI‐SPDAT results to be shared with

organizations and CAEH (Survey Packets)

Decide geographical area for surveying during Registry Week (Maps Folder)

Decide whether or not to survey in institutions (hospitals, jails, emergency shelter, detox beds,

jails)

Design t‐shirts

Assign a person/agency to be the “keeper of the registry” for the community

Begin thinking about where you will house the people you will survey. Can surveyed people be

referred to Homelessness Partnering Strategy Housing First programs? Is there housing available

with local agencies? Can you recruit new landlords? Can you find supports from new partners

like the health authorities?

Advocate for housing providers and landlords with existing units to prioritize/accept into their

units the most long‐term and vulnerable as found by the VI‐SPDAT

Connect with Apartment Association or other real estate trade group to ask landlords how they

might be able to participate – examples include waiving application requirements, discounting

apartments, accepting housing allowance or rent supplement, or promoting volunteer

participation.

Coordinate with elected officials and other VIPs for participation in Registry Week (Speak at

training? Volunteer to survey? Speak at Community Debrief?)

**4 Weeks Prior**

Decide which geographical areas and facilities to survey (Maps Folder) and populate matrix with

hot spots, number people to survey, number of teams needed

Identify how many team leaders you can count on

Divide geographical area and facilities into the number of team leaders you have – this is how

many teams you’ll have!

Secure early commitments for mainstream housing resources (Lining Up Your Supply Folder)

Secure early commitments from existing housing providers to accept people into vacancies as

they become available (Lining Up Your Supply Folder)

Identify potential sources of housing and supports for people

**3 Weeks Prior**

Secure a facility for your Registry Week Headquarters

Secure a facility for training

Secure a facility for data‐entry (computer training lab is ideal)

Security a facility for community debrief

Communicate with volunteers about training details

Recruit more volunteers or close out volunteer list

Order t‐shirts for volunteers (if applicable)

Finalize organizations to be included in the 20,000 Homes Sample Consent Form (Survey Packets

Section)

Coordinate with police: make sure they don’t do any sweeps the mornings you will be

conducting your street surveys and arrange for police support to the effort if desired

Order bulk $5 food cards from Tim Horton’s, McDonald’s or Subway etc.

**2 Weeks Prior**

Coordinate with Communications Director and send out media advisory

Decide whether to inform people experiencing homelessness of the RW and if necessary, have

outreach teams inform people on streets that survey will be happening soon and encourage

them to participate.

Leadership team meeting

Tailor Volunteer commitment card (Volunteer Planning and Recruitment Section)

Finalize date/time/place for community brief‐back on Thursday or Friday of registry week

Submit any additional questions to Community Solutions so that your database can be ready for

data entry during your Registry Week

**1 Week Prior**

Send out second media advisory

Purchase supplies

Print all documents in Survey Packets and Training folders (Logistics Planning Spreadsheet in the

Getting Started Section to help with organization of this)

Assemble team leader boxes and folders (sub section in Survey Packets)

Walk‐through of training site and volunteer assembly