**Registry Week Prep Checklist & Progress**

**Resourcing and Approving**

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| **Activity** | **Local Approach/Details** |
| Identify Background and Information Resources | * Canadian 20,000 Homes Campaign Concept Background (1738164)
* <http://www.caeh.ca/a-plan-not-a-dream/building-a-20000-homes-campaign/>
* US 100,000 Homes Campaign [100khomes.org](http://100khomes.org/)
* [100,000 Homes Campaign overview video](http://www.youtube.com/watch?v=7oktEUZyRog&feature=player_embedded) (4 min)
* [100,000 Homes Campaign Year 2 Countdown](http://www.youtube.com/watch?v=Db-72KUuwpA) video (3 min)
* [100,000 Homes Wrap Up](https://www.youtube.com/user/100khomesCampaign) video (4 min)
* [100,000 Homes Campaign on 60 Minutes](http://www.youtube.com/watch?v=LEu2w1FtWME) (13 min)
* [Becky Kanis Margiotta - Speech to NAEH 2014](http://www.youtube.com/watch?v=Efk2r3M5IGg) (14 min)
 |
| Create 1 page Information Sheet and Key Messages | * Waterloo Region Registry Week Fact Sheet (1736641)
* [Waterloo Region Registry Week Fact Sheet](http://communityservices.regionofwaterloo.ca/en/communityPlanningPartnerships/resources/DOCS_ADMIN-1736641-v3-Registry_Week_Fact_Sheet.pdf) (on-line)
* Key Messages Document (1741355) for housing stability system on why doing
* General Key Messages Document (1755874)
 |
| Set up meetings with key stakeholders to secure their support for the project. * Provide them with Summary and Key Messages.
* Show videos as appropriate.
* Confirm title of event
 | * Meetings with Director, Commissioner
* Meetings with community groups
* Report to CSC Nov 4 (1729227) – [on-line](http://www.regionofwaterloo.ca/en/regionalGovernment/resources/SA2014-1104.pdf) (in report SS-14-053)
* Invite Memo to Council for Debrief from Douglas – week of Nov 20
 |
| Convene campaign leadership team and create task forces to divide up the work.  | * Marie (Lead)
* Carolyn (volunteers, maps, Registry Headquarters, logistics and room setup)
* Angela (VI-SDPAT/confidentiality/database support where needed)
* Amber (video - organizing with Corporate ITS - Ian Duggan and student)
* Karen (training and meeting logistics, pull together training packages)
* Corporate Privacy Officer, Volunteer Coordinator, Communications
* Outreach and Housing Support (STEP Home AAG/DSWAG/PAG)
* Advise on approach, hotspots, routes, teams, messaging
* Following Registry, support survey participants to housing)
* Leadership Team List Template (for any future registry weeks)
 |
| Complete initial budget for Registry Week project Modify sponsorship sheet to use to solicit support going forward Decide whether or not to have t-shirts Offer cash if possible – if not at least $10 gift cards to Tim Horton’s – also consider bus tickets  | Registry Week Budget (1738896)$10,000 currently identified through HHSS - $6,000 to participate and up to $4,000 for other items not able to cover through sponsorship.$3,000 in the NHD account that we can flow through for various purposes - use some for refreshments and other supplies and $2,500 worth of gift cards- GL Code - 01 020507 7070110 00000 0000.Trinity planning to sponsor volunteer training dinner (for 40), breakfast (for 25), refreshments for volunteers at Registry Headquarters, 4 cases of water, 100 granola bars, and $1,000 for Tim’s Gift $10 Cards (with support from other churches).$10 Gift Cards – attained 450 (330 Tim Horton’s & 20 McDonalds) = $4,500* 20-McDonalds Gift Cards – in-kind (St. John’s) (will drop to office before Friday)
* Region $3,200 (total of 135 remaining for other STEP Home support)
* Trinity - $1,000 - Region to invoice Trinity
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**Media**

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| **Activity** | **Local Approach/Details** |
| Create Facebook and Twitter accounts  | Met with communications staff (Bethany) about social media. Decided not to do Facebook but Region has Twitter account (@RegionWaterloo) and will tweet during this week to hashtag (#20kHomes) Social Media Calendar (1751020) We will encourage teams/volunteers to tweet as well. Sample Facebook Posts from Chicago (1773851)Social Media Set-Up Guide (1773852) from 100KHomes |
| Communication Plan | * Community Registry 20,000 Homes Campaign initial Nov. 24 Press Release (1751042)
* Media advisory (1759148) – re: Registry Week Community Debrief
* Registry Debrief Press Release (1760304) - hand-out for media (Dec. 3)
* Be prepared following Community Debrief for media interviews and be clear on key messages regarding the data and next steps
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**Volunteer Management**

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| **Activity** | **Local Approach/Details** |
| Talk to HR regarding Volunteers  | Identified just need to use Region’s Volunteer Release Form for non-Region employees, will use 100,000 Homes Confidentiality agreement for non-Region employees and will use a modified version of the Region’s photo release. Sent Final Volunteer Overview (1769049) following Registry Week. |
| Design volunteer recruitment flyer  | Registry Week Volunteer Opportunities |
| Identify team leads  | Identified staff through STEP Home and shelters |
| Identify how many volunteers (outside of team leads) needed (estimate 30-50)What volunteers do we want to invite specifically? Unusual suspects – meet with community leaders to recruit | * OOTC Volunteers (up to 33 invited through site coordinators)
* City Staff (3 City Contacts)
* Businesses through BIA’s
* STEP Home Participant Advisory Group – Beth/Nicole to discuss at next meeting – only Keri expressed interest
* Universities – Service Learning
* Funders – Jennifer Astley - confirmed
* LHINs/HealthLinks/KDCHC Board of Directors
* HPS
* Police
 |
| Create Wufoo or Google or Excel to capture volunteer information  | Sample Wufoo Form from US (1773850)Waterloo Region Volunteer Tracker Excel Spreadsheet (1748492) Final Volunteer Overview (1769049) |
| Communicate with volunteers about training details  | Volunteer Registration Confirmation (e-mail template) (still in process – did not use per se)Check allergies |

**Planning for Registry**

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| **Activity** | **Local Approach/Details** |
| Decide whether or not to survey in institutions (hospitals, jails, detox beds) | * Not planning to undertake formally this year in hospitals, withdrawal management or jails given short planning time frame. STEP Home will seek to survey those of which they are aware who may not otherwise be available to be surveyed.
* Will get updated local costing for these services.
 |
| Estimate how many people you’ll survey | * Identified potential numbers for each team.
* Estimating approx. 350 total
 |
| Decide geographical area for surveying during Registry Populate matrix with hot spots and number of people to survey | Survey Locations Spreadsheet (1738901) - sample from Chicago Local geographical and team information in Teams Overview List (below)  |
| Identify how many teams you will need  | Teams Overview List (1750403) |
| Decide whether to inform people early of the RW and if necessary, have outreach teams inform people on streets that survey will be happening soon and encourage them to participate  | Will inform – through outreach workers and Poster/FlyerSurvey Flyer – Kitchener (1738897)Survey Flyer - Cambridge (1749617) |
| Draft confidentiality release allowing VI-SPDAT results to be shared with participating organizations. Examples here: <http://100khomes.org/resources/downloadable-documents-and-tools>  | Letter (1751508) and Consent (1572918) and Script (1753519) |
| Coordinate with police: make sure they don’t do any sweeps and arrange for police support to the effort if desired  | Spoke with Seargent who will pass along to all those who need to know. |
| Talk with City of Kitchener Security regarding curfew in Victoria Park until 6am | Said he would send an e-mail to his officers. |

**Data Base/Data Entry**

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| Database | Determine what databased will use. |
| Assign “keeper of the registry” for the community | Region taking this role |
| Secure a facility for data-entry (computer training lab is ideal)  | Booked Computer Lab on First Floor at 99 Regina for December 1st and 2nd.  |
| Data Entry Volunteers | Recruiting staff internally to assist – takes about 12 minutes for each entry and may have as many as 350 (Need 10 data entry people each day for 3 hours each) |

**Training – November 24**

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| Set Meeting Location and Time | Booked Room 508 at 99 Regina for November 24th from 9am-3pm |
| Determine Agenda | Agenda (1738168) |
| Arrange for Lunch and Refreshments |  |
| Prepare Training Packets | Assembling Training Packets (1738167) (All training materials linked in this document) |
| Prepare Context Presentation | Region’s Presentation – Context and Local Approach (1753484)Community Solutions Presentation – Campaign History and VI-SPDAT (1753517) |
| Day of Training |  |
| Training Follow-Up | Training Feedback and Further Information (1755867) – One-pager |

**Registry Headquarters**

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| Identify space for Registry Headquarters | Trinity Fellowship Hall:* [74 Frederick St, Kitchener ON N2H 2L7](http://www.bing.com/maps/default.aspx?cp=43.45069~-80.48665&where1=Trinity%20United%20Church&ss=ypid.YN1243x236488996&FORM=SNAPST)
* Wi-Fi password - trinity123456

Hours:* Thursday, Nov 20 - set up
* Sunday, November 30 – 4:00pm – 11pm (alarm disarmed to midnight) – dinner (40 – arrive beginning 5:30) Reception Table (5:30-6:30pm)
* Monday, 4:30 am – 11pm (alarm disarm for 4am) – breakfast (25 from 6:00-8:00am) (refreshments 8am – 10:30pm)
* Tuesday, 9am – 1pm (refreshments for 9-Noon)
 |
| Set Room Up | * Registry Headquarters Set Up (1738898)
* Team Results Summary Chart (1755875) - up on the wall to show what area covered and how many people each team spoke with – something visual for everyone to see.
* File Folder with Media Release and Confidentiality Agreement
* 2 laptops (from Region) and extension caddy
 |
| Maps | Map Guidance – from Chicago (1738900)Large Maps – teams check off blocks - Block Map Example (1738902) from USMaps for Waterloo Region Registry Week (7) (1757179) with updated Cambridge - Hespeler (1769016) and Kitchener - Downtown  (1769015)* Kitchener Downtown Streets Description (1756203) (will need updating to align with map)
* Kitchener Victoria Park Streets Description (1756392)
* Kitchener/Waterloo Streets Description (1756378)
* Waterloo Streets Description (1756411)
* Cambridge Streets (Galt) Description (1756416)
* Cambridge Streets (Preston) Description (1756453)
* Cambridge Streets (Hespeler) Description (1756475) (will need updating to align with map)
 |
| Team Box (each team needs a number and a box that will be available at Registry Headquarters) | Team Box Content Check List (1751923) Team Box Labels (1757696)Team Materials and Boxes (1756928) |
| Debriefing Facilitator | Yellow Debrief Facilitators Checklist (1738891)Yellow Debriefing Form (1738890)  |
| On-Site | Schedule of who’s on Site |

**Training – November 30**

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| Set Meeting Location and Time | Trinity Community Room - November 30th from 6-8 pm |
| Determine Agenda | Agenda (1758616) |
| Arrangements | Carolyn/Marie to arrive at 4:00Dennis to arrange for:* podium, mic and screen, 12 team tables – with four per table, 4 Long tables – around side for boxes, computers, check in, Registration Table with Two volunteers, Dinner
 |
| Arrange for Refreshments | Dennis - planning for 52+ for Dinner |

**Registry Results and Next Steps - Community Debrief Meeting**

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| Set Meeting Location and Time | Wednesday, December 3rd from 10am-Noon in Region Council Chambers (booked Council Chambers from 9am-1pm) |
| Invites and RSVP’s | * Send an invite to Regional Chair - ask him or whoever else they feel is appropriate to say a few words – sent e-mail Nov 16th – confirmed – requires briefing notes
* Sent Commissioner an e-mail November 17th to invite Council to the Debrief
* Not collecting RSVP’s – open invitation – planning for 100 – have sign-in sheet at day to capture and follow-up who attended
 |
| Determine Agenda | * Welcome (Regional Chair and Director Housing Services)
* The 100,000 Homes Campaign in the US - video, background, results, (Andi)
* Why coming to Canada and Canada 20,000 Homes Campaign (Tim)
* Survey and Results/ Local Context
* Next Steps
* Getting Involved Opportunities List (1734066)
* [Getting Involved Opportunities List](http://communityservices.regionofwaterloo.ca/en/communityPlanningPartnerships/resources/Initial_List_of_Housing_Stability_Volunteer_Opportunities.Dec.81.pdf) (on-line)
* Community Debrief Feedback Form (1760106)
* Commitment Card (1773853) – sample – we didn’t use
 |
| Arrange for Refreshments | Carolyn making arrangements – through internal caterer – for when people arrive |
| Prepare Presentation | Community Debrief Presentation (1738899)[Community Debrief Presentation](http://communityservices.regionofwaterloo.ca/en/communityPlanningPartnerships/resources/DOCS_ADMIN-1738899-v1-Debrief_Presentation.pdf) (on website)[Waterloo Region Registry Week Video](https://www.youtube.com/watch?v=may3LtU2EiA) (website link to YouTube) |
| One Page Fact Sheet – Summary of Survey Findings | Samples:* <http://www.ascenciaca.org/ascencia-on-the-go/registry-week-results-are-in/>
* <http://www.cityofchicago.org/content/dam/city/depts/fss/supp_info/Homeless/100KHomes/PressReleasesandMedia/100kChicagoSurveyResults082710.pdf>
 |
| Evaluation/Feedback | * Survey Teams Debrief Summary (1760359)
* Registry Week Volunteer Evaluation Form (1754448)
* Registry Week Volunteer Evaluation Summary (1760363)
* Community Debrief Feedback Form (1760106)
* Community Debrief Feedback Summary (1763234)
* Registry Week Overall Debrief – Dec 3rd (1765532)
 |
| Communication Wrap-Up To All Involved | Follow-Up E-mail (1764110)  |