**Shift Assignment - Date: Time:**

**Preparation**

**Clothing and Personal Needs**

* Bring water, snacks, any medicine you might need during the times of your assigned shift.
* Communicate any dietary or medical needs to your Lead/Point Person and other volunteers/surveyors if appropriate and/or comfortable for you.
* Wear warm clothes and comfortable shoes as you’ll be walking and standing for a majority of your shift.
* Take care of yourself! Have a plan to communicate personal needs with your group, especially if the weather is unsafe.

**Designate a Meeting Place, Prepare Group for Surveying,**

* Meet at the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or another convenient location for your team 5 – 10 minutes before your shift starts.
* Designate leaders in the group, in agencies, in the community that surveyor’s/volunteers can turn to for direction/advice/emergencies.
* Always stay with at least one other person
* Exchange numbers and make sure everyone has a PIT Coordinator/Lead/Point Person’s contact information
* Your job is as much about finding people to survey as it is actually surveying people; the list below provides some ideas of places to go; please note you should also feel free to walk around your general designated area to find people to survey.
* Identify break times, check-in plans, end-times, etc.
* If you feel unsafe or uncomfortable going into a certain area or approaching someone, please avoid that area; never put yourself in a position where you feel unsafe

**Example of Location Lists for Surveyors/Volunteers –** Adapted & Changed from Northern Colorado PIT Unsheltered Count

**Jan 29th, 2019(11:30PM) to Jan 30th 2019 (12AM to 4AM, 4AM to 8AM)**

**Downtown Walkable - (Mulberry to Jefferson Park)**

* **Survey in the Old Town area, focusing on the area between Mulberry and Jefferson Park; if you have 4 or more members on your volunteer team and would like to split into groups of 2 or 3, you can divide up this area**
* In/around Old Town Square
* Jefferson Park (corner of Linden and Jefferson)
* Check alleys, behind buildings, etc.
* Around the Library and Library Park….

**Unsheltered – North Fort Collins (North of Jefferson Park and North College Ave.)**

* **Survey in areas north of Old Town (recommended to drive to locations)**
* Linden Street Bridge, bathrooms, and nearby trails (on Linden, running over the Poudre; in between intersection with Jefferson St. and New Belgium)
* If time, check in other area fast food restaurants; may need to drive to these locations….

**Unsheltered - Parking lots/car identification**

* Wal-Mart (Lemay and Lincoln; check parking lot west of building); also go to Wal-Mart at Harmony and I-25 if time
* Inside waiting area in the emergency department at Poudre Valley Hospital (1024 S Lemay)
* Rest area at Prospect and I-25….

**Jan 30th, 2019 -- Morning**

**Unsheltered - Along the MAX**

* **North headed South:** Start at the North Transit Center (Laporte and Mason); start here and survey anyone at the Transit Center, then take the MAX south as far as you can get within your shift (try to make it at least to Drake before heading back north)
* **South headed North:** Start at the South Transit Center (4915 Fossil Blvd); start here and survey anyone at the Transit Center, then take the MAX north as far as you can get within your shift (try to make it to at least Drake before heading back south)….

**Unsheltered – Old Town/ Jefferson Park and Poudre Trail/Lee Martinez Park**

* Jefferson Park (corner of Linden and Jefferson)
* Linden Street Bridge, bathrooms, and nearby trails (on Linden, running over the Poudre; in between intersection with Jefferson St. and New Belgium)
* Safeway (Mulberry and College); check seating on east side of building off of Remington as well as entry way
* Throughout Old Town Square and Old Town (down to about Mulberry)
* Library Park (Peterson and Oak)….