



## **Point in Time Count Volunteer** **Frequently Asked Questions**

For more information and updates, visit [www.LaneCounty.org/HomelessCount](http://www.LaneCounty.org/HomelessCount)

### **How do I apply to Volunteer?**

Go to [www.LaneCounty.org/HomelessCount](http://www.LaneCounty.org/HomelessCount) and click on the link for volunteer registration. Be sure to fill out 1) the volunteer application and 2) the Lane County Conditions of Service form, which is a separate link that will be emailed to you upon submission of your volunteer application. Please sign up at least 2 days prior to the Count to ensure adequate time for training and to receive a volunteer assignment.

### **When is the Count?**

The 2019 Point in Time Count will take place **Thursday, January 31, 2019**. Volunteers will collect surveys during a “burst” time-frame across Lane County between the hours of 8:30 a.m. and 11:30 a.m. Additional surveys will be collected at hotspot locations throughout the day.

### **What is the purpose of the PIT Count?**

Across the nation, every Continuum of Care conducts a PIT Count within the last 10 days of January. This is an important annual benchmark that serves as an indicator of progress, needs, and gaps within our Continuum. PIT Count data is reported directly to the Department of Housing and Urban Development (HUD), Congress, the State of Oregon, and local jurisdictions. The data helps demonstrate the need for services and funding in Lane County. For more information about Continuums of Care, visit <https://www.hudexchange.info/programs/coc/>.

### **What is the definition of homelessness used for the PIT Count?**

The PIT Count focuses on people who are unsheltered and sleeping in a place that is not intended for human habitation. This includes streets, sidewalks, parks, alleys, transportation depots or other parts of transportation systems, all-night commercial establishments (e.g., movie theaters, laundromats, restaurants), abandoned buildings, farm outbuildings, caves, campgrounds, vehicles (e.g. cars, trucks, RVs, trailers), and other similar places. This year’s count will include some questions that are youth-specific to better understand youth homelessness in our community. For individuals and households age 24 and under, couchsurfing and doubling up are acceptable to complete a PIT Count survey.

### **What are the duties of volunteers?**

The primary task of volunteers is to collect Point in Time Count surveys from people experiencing homelessness in Lane County. Volunteers will also check-in at their Regional Hub Site at 8 a.m. Thursday January 31, 2019. Regional Hub Site information will be emailed to volunteers and posted on the website. Volunteers will canvass their assigned geographic area. Some volunteers will be assigned hotspot locations across the County at different times of the day, such as Food for Lane County’s Dining Room.

### **What type of gear/clothing should I wear?**

Dress comfortably. Prepare for winter weather including gloves, coat, raincoat, rain boots. You may want to carry a flashlight. Only bring items that are necessary for the Count, leave other items and jewelry at home.

### **Where will surveys be collected?**

Surveys will be collected across Lane County, including Eugene, Springfield, Veneta, Florence, Dunes City, Cottage Grove, Creswell, Lowell, Oakridge, Westfir, Junction City, and Coburg. Volunteers will be assigned a geographic location to canvass. Volunteers will be provided a map of their location to canvass.

### **What are the qualifications to be a volunteer?**

The PIT Count is an important research project. Volunteers must be 18+ and have fluency in English to collect surveys. Volunteers must complete the training (in-person or online), be available January 31, 2019 for a 3+ hour shift, accurately and carefully collect data and keep information confidential. In addition, volunteers are expected to respectfully and conscientiously work with people from a diversity of backgrounds, maintain personal safety while collecting data (travel in pairs), and responsibly distribute incentives for survey completion.

### **What is the time commitment for Volunteers?**

Volunteers must complete a training prior to collecting surveys. Training on survey collection is available in-person (in Eugene only) and is 1.5 hours. There is also an online training option that can be viewed anytime, anywhere, which is 30 minutes long. Training dates and locations, as well as a link to the online training will be available on the website. On the day of the PIT Count, January 31, 2019, volunteers are expected to check in at their Regional Hub location at 8 a.m. Volunteers collect surveys from 8:30 a.m. to 11:30 a.m. within geographic assignments (maps will be provided). Once volunteers finish canvassing their geographic assignment (approximately half a square mile) they will return to their Regional Hub to return surveys. This volunteer commitment is 3-4 hours.

### **Will Volunteers receive training?**

Yes. All volunteers are required to complete the PIT Count training. There will be multiple in-person trainings (1.5 hours) in Eugene during the last two weeks of January. An online training video will be posted mid-January. All training information will be posted at [www.LaneCounty.org/HomelessCount](http://www.LaneCounty.org/HomelessCount) for updates. If you complete an online volunteer application, you will receive email alerts for trainings.

### **Do I need to complete training if I have volunteered in the past?**

Yes. All volunteers are required to complete the training as some aspects of the PIT Count have changed this year. If you have volunteered in the past, you are encouraged to attend an in-person training to share your expertise with those present.

### **Will I be asked to look for people experiencing homelessness by myself?**

No. All volunteers go out in groups of 2 or more.

### **Can I Volunteer with a friend?**

Yes. All volunteers are sent out in pairs for safety. If you would like to volunteer with a specific person, list that on your volunteer application. We will try our best to meet requests but this may not be possible due to the needs of the project.

### **Will food and beverages be provided for volunteers?**

Light snacks and beverages will be provided at Regional Hubs where volunteers check in and out on the day of the Count.

### **Can I Volunteer to staff a Regional Hub?**

There is a need for some volunteers to staff Regional Hubs to help with volunteer check in and out procedures. If you are interested in staffing a Regional Hub, please email [Alexandria.Dreher@co.lane.or.us](mailto:Alexandria.Dreher@co.lane.or.us).

### **Will I be outdoors the whole time?**

Teams will be dispatched between 8:30 and 11:30 a.m. During those hours, teams will be traveling by car and on foot to canvass their assigned area. We recommend that volunteers dress for the weather, since a survey requires standing in the cold for at least 15 minutes at a time.

### **Will any safety/security measures be provided for volunteers?**

Volunteers will work in teams of two or more and are instructed not to separate from their teams. No one should conduct the survey without other team members within line of sight. Volunteers should not enter any abandoned building or non-public space. Lane County Sheriff, Eugene Police Department, and Springfield Police Department has been alerted and made aware that volunteers will be out that night. Staff will remain at the Regional Hub. **At any time, you can call the PIT Count hotline for support at 541-321-6854.**

### **Do I need to use my own car?**

No. But volunteers may also donate the use of cars for the Count. It will be used as your team's transportation that night to cover the specific area assigned to your team. If you do not have a car, you may still volunteer and will be assigned to a team with a volunteer who has a car.

### **Will I be paid to volunteer?**

Unfortunately, volunteers are not paid or reimbursed for any expenses, such as transportation to and from the site location.

### **Do I need to bring anything with me that night?**

Bring layers of warm clothing for yourself, including a set of dry gloves and hat in case of wet weather. You may want to bring a small backpack, fanny pack, or satchel to carry survey incentives such as bus passes and gift cards. Clipboard, pens, surveys, and survey incentives will be provided for you. For you and your team's safety, do not bring any large sums of money, items/food to pass out to the homeless, or other valuables.

### **When will the results of the 2019 PIT Count be available?**

Following the PIT Count, there is a significant amount of data entry, quality assurance, and deduplication that must be completed by Lane County staff. This ensures data quality and that no one is counted more than once. This process takes quite a bit of time and technical expertise but allows Lane County to be confident in the quality of our PIT Count. Lane County submits the final PIT Count data to the Department of Housing and Urban Development (HUD) in April every year, approximately. PIT Count information is available to the public after all data has been reviewed and submitted to HUD.

### **Where can I find information about past PIT Counts in Lane County?**

Past PIT Count data and reports can be found at [www.LaneCounty.org/HomelessCount](http://www.LaneCounty.org/HomelessCount).

### **Other Questions or Concerns?**

Contact [VolunteerCountLC@gmail.com](mailto:VolunteerCountLC@gmail.com) or [Alexandria.Dreher@co.lane.or.us](mailto:Alexandria.Dreher@co.lane.or.us).