

Directions for Partner Organizations

Before the event: Outreach



- Conduct outreach to share the bus event information to your community (i.e. through social media, press, word of mouth to churches, schools, towns, city officials, social service partners, Chamber of Commerce, etc)
- Applicants with appointments will be prioritized
 - Appointments can be made at <https://www.signupgenius.com/go/unitect>
- Connect with your local Housing Counseling Agency to invite staff who understand the Yardi system very well

Before the event: Coordinating volunteers



- Schedule at least 2 volunteers to help during the entire duration the bus is at your location
- Site coordinators will assign each volunteer to a specific role (roles can be found on the UniteCT website under the "Mobile Bus Resources" button)

Before the event: Securing a 50 ft. parking spot



- The address listed on the UniteCT website should have a parking lot that can accommodate the 50ft. bus

During the event: Logistics



- Volunteers will divide tasks based on the information listed on the volunteer training document
- Press can only take pictures of applicants who have signed a photo release waiver (ask the bus driver for more info)
- COVID-19 protocols will be managed by the bus driver