

# Directions for Partner Organizations

### **Before the event: Outreach**

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

### **Before the event: Coordinating volunteers**

- Schedule at least 2 volunteers (per group of 10) to help during the entire duration of the event at your location
- Site coordinators will assign each volunteer to a specific role (roles can be found on the UniteCT website under the "Events and Mobile Bus Resources" button)

### **Before the event (IF a bus event): Securing a 50 ft. parking spot**

- The address listed on the UniteCT website should have a parking lot that can accommodate the 50 ft. bus. Indoor events at public places- make sure there's space to accommodate people.

### **Before the event (IF NOT a bus event):**

- Please ensure there is Wi-Fi access and space for a table and chairs to work with your applicants

### **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 UniteCT event staff