



2023 MOOSE JAW POINT-IN-TIME HOMELESSNESS COUNT

VOLUNTEER REGISTRATION & TRAINING

SEEKING INDIVIDUALS WHO:

- Are compassionate, accepting, and comfortable with one-on-one conversation and have a "customer service" orientation to life
 - Have a non-judgmental attitude and a good sense of humour
 - Are outgoing, curious, persistent, and not afraid to make mistakes
- May have worked with or befriended people who are homeless or in deep poverty

Please ensure you submit these forms back to the PiT Coordinator asap

(306) 630-2702

mjpitcount@gmail.com

PLEASE SIGN UP FOR ONE OF THESE THREE NIGHTS THROUGH THE PIT COORDINATOR:

DATES:

WEDNESDAY, AUGUST 2, 2023

TUESDAY, AUGUST 8, 2023

MONDAY, AUGUST 21, 2023

TIME: 6:30 PM TO 7:30 PM

**PLACE: SQUARE ONE COMMUNITY INC.
138 FAIRFORD STREET WEST
(Across from Safeway)**



Volunteer Registration Form

Please submit to mjpitcount@gmail.com or text/call the Pit Coordinator for alternate arrangements:

Last Name: _____ First Name: _____

Email Address: _____

Cell Number: _____ Other Phone Number: _____

Mailing Address: _____

City: _____ Province: _____

Postal Code: _____

Employer (if applicable): _____

Position (if applicable): _____

I have lived experience of homelessness: Yes No Decline to Answer

Age: 18+

Have you previously participated in a Point-in-Time Count? Yes No

Do you have experience working with individuals that are homeless or experience in a relevant field (e.g. Social work, health, research, child and youth work)?

Yes No

If yes, please explain.

If yes, are you interested in being a team leader? Yes No

Team Leaders take on additional responsibilities regarding the safety and coordination of a small group of volunteers. Ideally, team leaders will be experienced in working with a homeless or street-involved population or a group of similar composition.



For the current and future events, other skills (please select all that apply)

- Research Interviewing Counseling
 Leadership Volunteer Management Data Entry Writing/Editing

Are you interested in follow-up volunteer activities with **Square One Community Inc.** This could include data entry, volunteer recognition, promotional events etc.

- Yes No

The majority of people will be assigned to unsheltered surveys. Some people will be assigned to work at headquarters. Please indicate your preference:

- Unsheltered surveys Headquarters No Preference

If you selected unsheltered surveys: Are you able to stand/walk for up to **THREE** hours?

- Yes No

Do you have a medical condition or disability that you feel is important for us to be aware of? If so, please indicate here or call **306-630-2702** to discuss your ability to participate in the **Moose Jaw PIT Count.**

Are you attending the count with a friend/family member? Yes No

Please list full names and phone numbers:

In the event of an emergency, please contact:

Name: _____

Relationship: _____

Phone Number: _____

Affiliated Agency (if applicable): _____



2023 MOOSE JAW POINT-IN-TIME (PIT) HOMELESSNESS COUNT

(Adapted from the Canadian Observatory on Homelessness, Point-in-Time Toolkit)

OATH OF CONFIDENTIALITY

As a volunteer with **Square One Community Inc.**, I understand my role and responsibilities are a valuable part of the work of **2023 Moose Jaw PIT Homelessness Count** (hereafter referred to as the “Event”), and I agree to carry out my responsibilities to the best of my ability. While participating in the event, I may meet individuals – including survey participants and other volunteers - who wish to remain anonymous.

This is to certify that I, _____, as a volunteer with the Event, understand that any information (written, verbal or other form) obtained during the performance of my duties must remain confidential. This includes all information about team members, staff and survey participants, as well as any other information otherwise marked or known to be confidential.

Accordingly, I agree not to disclose any confidential information acquired during my volunteer service with the event, to any third party – including media - either during my service with the Event or after my service with the Event has ended. This is in recognition of the difficult situations individuals experiencing homelessness face, and also demonstrates respect for those who support them on a day-to-day basis.

I agree to refrain from posting photos of survey participants, other volunteers, survey materials and all survey locations. I agree to uphold participant confidentiality in all use of social media during and after the count.

I also understand that all gifts being distributed to interviewees as part of the event are intended solely for the purpose of recognizing the contributions of the interviewees. I agree to respect the needs of these individuals by not keeping any gifts for my own personal use and returning all leftover gifts to my Team Leader.

Unless authorized in the course of my volunteer duties, I will not make public statements to the media, expressly or implied, on behalf of the event about any individual I encounter during my volunteer activities.



I understand that any unauthorized release or carelessness in the handling of this confidential information is considered a breach of the duty to maintain confidentiality. I further understand that any breach of the duty to maintain confidentiality could be grounds for immediate dismissal from this Event and future Moose Jaw PIT Counts and/or possible liability in any legal action arising from such a breach.

I understand that a breach of confidentiality is warranted only where a survey participant poses immediate and serious harm to themselves or others or I encounter a youth under the age of sixteen. I will immediately notify my team Leader and/or headquarters if these issues should arise.

I understand that this undertaking survives the termination of my volunteer relationship with **Square One Community Inc.** The laws of Saskatchewan, Canada, shall govern this Agreement and its validity, construction and effect.

By signing below, I acknowledge that I have read, fully understand and accept the responsibilities set above relating to personal, confidential and/or proprietary information.

Date: (dd/mm/yyyy)

Name of Volunteer (please print)

Signature of Volunteer

Name of Witness (please print)

Witness (signature)



2023 MOOSE JAW POINT-IN-TIME (PIT) HOMELESSNESS COUNT WAIVER RELEASE FORM

Canadian Observatory on Homelessness, Point-in-Time Toolkit

POINT-IN-TIME COUNT - MOOSE JAW, SASKATCHEWAN	
ASSUMPTION OF RISKS, RELEASE OF LIABILITY, WAIVER OF CLAIMS AND INDEMNITY AGREEMENT	
BY SIGNING THIS DOCUMENT, YOU WAIVE CERTAIN LEGAL RIGHTS, INCLUDING THE RIGHT TO SUE	
PLEASE READ CAREFULLY	INITIAL HERE:

TO: SQUARE ONE COMMUNITY INC. and any individual, corporation, association, institution, or organization that is associated with the **2023 MOOSE JAW PIT HOMELESSNESS COUNT** as an organizer, promoter, sponsor or advertiser and the respective agents, officials, officers and employees of all of the aforesaid; (hereafter all collectively referred to as the “Event Partners”)

ASSUMPTION OF RISKS

By signing below, I warrant that I am fit to safely participate in any and all activities I am involved in during the course of **2023 MOOSE JAW PIT HOMELESSNESS COUNT** (hereafter referred to as the “Event”). I am aware that my participation and involvement in the Event may expose me to some unexpected and high-level risks, dangers or hazards, including the risk of personal injury, property damage and loss resulting therefrom. Such risks, dangers and hazards, given the nature of the Event, may be outside of the scope of an expected or reasonable level of risk that a volunteer may be subject to in the course of participating in an event. By signing below, I freely and fully agree to assume any and all of these risks, dangers and hazards, even if caused by the negligence of the Event Partners, including the failure of the Event Partners to protect and safeguard me from the risks, dangers and hazards and the possibility of any personal injury, death, property damage and loss resulting therefrom.

RELEASE OF LIABILITY, WAIVER OF CLAIMS AND INDEMNITY

In consideration of the Event Partners permitting me to participate in the Event, by signing below I hereby release, waive and forever discharge the Event Partners of and from any and all claims, demands, damages,



costs, expenses, actions and causes of action, whether in law or equity, in respect of injury, death, loss or damage to my person or property that I may suffer or that any other person, entity or representative may suffer resulting therefrom, however, caused, arising directly or indirectly by reason of my participation in the Event, whether prior to, during or subsequent to the Event and notwithstanding that same may have been contributed to or caused by the negligence of any of the Event Partners.

I agree to hold and save harmless and to indemnify the Event Partners from and against any and all liability incurred by any or all of them arising as a result of, or in any way connected with, my participation in the Event.

This assumption of risks, release, waiver, and indemnity shall be governed by and interpreted solely in accordance with the laws of Saskatchewan, and any litigation in respect thereof shall be brought solely within the exclusive jurisdiction of the Courts of Saskatchewan.

CONFIDENTIALITY

I acknowledge that I will receive information about individuals and families experiencing homelessness and that this information is protected by The Local Authority Freedom of Information and Protection of Privacy Act. I agree that I shall keep such information confidential in accordance with study protocols.

FURTHER VOLUNTEER ACKNOWLEDGMENTS

- I acknowledge that as a volunteer, I am not covered under any Workers' Compensation Plan.
- I agree to carry out my assigned volunteer tasks in a reasonable and safe manner.
- The personal information on this form will only be collected and shared under the authority of the Freedom of Information and Protection of Privacy Act (FOIP). The purpose of collecting this information includes: determining eligibility for volunteer opportunities, programs, services, and recognition, to facilitate the Event registration process, to administer and evaluate volunteers and programs, statistical purposes and to activate the Volunteer Accident Insurance coverage. This information may be shared with other volunteers and personnel of the Event Partners only insofar as it is necessary to plan and implement the **2023 MOOSE JAW PIT HOMELESSNESS COUNT**. If you have any questions regarding the collection of information, please contact **Desiree LaLonde, Pit Coordinator, SQUARE ONE COMMUNITY INC., mjpitcount@gmail.com or (306) 630-2702.**

INITIAL HERE:



By signing below, I acknowledge having read, understood and agreed to the above assumption of risks, release, waiver, indemnity, and acknowledgements. I further agree that everything I have agreed to contained herein shall bind my estate and personal representatives.

Date dd/mm/yyyy

Name of Volunteer (please print)

Signature of Volunteer

Name of Witness (please print)

Witness (signature)



2023 MOOSE JAW POINT-IN-TIME (PIT) HOMELESSNESS COUNT PERMISSION RELEASE FORM

I, _____, ("I") hereby grant Square One Community Inc. the right to reproduce, use, exhibit, display, broadcast, distribute and create derivative works of the photographed and/or filmed images of me taken at the location of the training and other activities associated with the 2023 Moose Jaw PIT Count for use in connection with the activities of Square One Community Inc., or for promoting, publicizing or explaining Square One Community Inc., or its activities.

This permission includes, without limitation, the right to edit and publish such images in the Square One Community Inc. annual report, PR/promotional materials, fundraising materials and any other Square One Community Inc.-related publications, website, or social media site.

I understand that this consent is voluntary and may be revoked at any time in writing. *[You may revoke your consent to future use of your image(s) at any time by contacting us in writing.]*

I hereby waive the right to inspect or approve the finished product, including written or electronic copy.

I acknowledge that Square One Community Inc. has no control over and is not responsible for any use or misuse, including, but not limited to, any alteration, modification, reuse or distortion of the image(s) that may occur or be caused by third parties. Square One Community Inc. will not be monitoring and has no control over third parties' use or misuse of my image(s).

I hereby hold harmless, release and forever discharge Square One Community Inc. from all claims, demands, and causes of action which I, my heirs, representatives, executors, and administrators have or may have by reason of this authorization.

I am at least 18 years of age and competent to contract in my own name. I have read this release before signing below, and I fully understand the release's contents, meaning, and impact.

Date dd/mm/yyyy

Name of Volunteer (please print)

Signature of Volunteer

Name of Witness (please print)

Witness (signature)



2023 MOOSE JAW POINT-IN-TIME (PIT) HOMELESSNESS COUNT VOLUNTEER COUNT DAY LOGISTICS (OUTDOOR)

1. Come to **Square One Community Inc** at **138 Fairford Street West** with your gear at your designated time.
2. Find your teammates on the list of survey teams.
3. Proceed to the volunteer sign-in table with your team and sign in.
4. Check to make sure you have the following with you:
 - Surveys, tally sheets, information sheets, and clipboard
 - Map and directions to your survey area
 - Resource booklets
 - Gifts
 - Emergency phone numbers
 - One cell phone (for the team) is charged and ready to go
 - One vehicle if you need to drive to where you are going to conduct surveys
 - Reflector vest for one person on the team
 - One pen each and a clipboard or something to write on
 - An accurate watch
5. Have a snack, use the washroom, and ask the field office staff any questions.
6. Travel with your team to the designated area by the designated time.
7. Follow the route given to you in the directions.
8. When you have completed your route, return to the field office. Or return to the field office for another survey area if you find very few people in your survey area.
9. Sign out (with all of your team members) and hand in all surveys, gear, etc., to the field office.
10. Report any problems/issues to the field office staff. Have a snack, stay for a visit, and talk to the PiT Coordinator to debrief your experience.
11. Join us for the volunteer debrief in September; the date will be determined and shared on August 26th, 2023.
12. Please do not be late! Your team may be replaced if you are not ready by the specified time.



2023 MOOSE JAW POINT-IN-TIME (PIT) HOMELESSNESS COUNT

VOLUNTEER DO'S & DON'TS

DO'S

- Stay with your team
- Stop everyone to conduct the survey
- Identify yourself and wear your name tag
- Be respectful of participants and treat their space as home
- Respect your team members' comfort levels and work together as a team
- Trust your judgment—if you feel uncomfortable or threatened, remove yourself from the situation
- Follow the advice of your Team Leader
- Be aware of your body language
- Make sure you cover your entire study area at least once if time allows
- Be yourself
- Call your HUB office if you need support or guidance
- Return to your field office at the end of your shift

DON'TS

- Split up the team in any way
- Go anywhere alone
- Conduct the survey from a car
- Make promises you can't keep
- Talk down to or patronize people participating in the survey
- Get into an argument with a participant
- Take photos of participants
- Talk to the media
- Give survey participants money, food, or personal information
- Shine a flashlight in a participant's face
- Enter abandoned or private buildings
- Have unrealistic expectations
- Survey people outside your assigned study area
- Crowd a survey participant or block his/her exit
- Go into private establishments (e.g., fast food restaurants, coffee shops, etc.)



2023 MOOSE JAW POINT-IN-TIME (PIT) HOMELESSNESS COUNT

VOLUNTEER SAFETY PROTOCOL

- Emergency 9-1-1
- Moose Jaw City Police (306) 694-7600
- Field Office (PIT Coordinator) (306) 630-2702*

* **Do not leave a voicemail if you cannot reach the Field Office. Text (306) 630-2702.**

CALL 911 and then the Field Office if any of the following occurs:

- A member of your team receives an injury from a third party or an accident and chooses to press charges (request police) and/or requires immediate medical attention (also request EMS).
- A third party sustains an injury by a study team member and chooses to press charges (request police) and/or requires medical attention (also request EMS).
- A member of your team becomes ill and requires immediate medical attention (request EMS).

Call Community Support Officers if any of the following occurs:

- You encounter an individual who appears to be experiencing homelessness and is in distress.
- You encounter a suspicious person or group and/or have safety concerns.
- You encounter minor disturbances or intoxicated persons.

Maintain social distancing at all times. Keep a safe distance and complete the Tally sheet if:

- An individual is sleeping, and you think the individual is homeless.
- An individual refuses to participate in the survey, and you think the individual is homeless.
- An individual seems agitated or incapable of participating in the survey and appears homeless.

CALL the Field Office for advice if any of the following occurs:

- You encounter a youth under 16 who requests optional counselling service and support.
- You encounter a child who has no access to emergency street youth services, is being exploited, or is in danger (there is a duty to report to child welfare agencies or police).

Call the Field Office if:

- You are lost.
- A member of your team becomes ill but does not require immediate medical attention.
- There is a fire which impedes the survey (**if no emergency personnel are present, call 911**).
- A third party intentionally disrupts the survey in your study area.
- You encounter a situation that you feel is risky.
- A member of your team uses inappropriate behaviour (e.g., insensitivity, harassment, etc.).



2023 MOOSE JAW POINT-IN-TIME (PIT) HOMELESSNESS COUNT

Information sheet

About the study:

Funded by Square One Community Inc. for the Government of Canada's Homelessness Partnering Strategy (HPS) Innovative Solutions to Homelessness Funding Stream, the Square One Community Inc., is conducting a point-in-time (PIT) count of those experiencing sheltered, unsheltered, and transitional homelessness.

WHEN: Saturday, August 26, 2023

You are receiving this information sheet because you have been approached by one of our volunteers. It is your choice to participate in the study; you have the right to say no. If you agree to answer our questions, your identity will be anonymous and only group data will be reported. Your participation is voluntary, and you can skip a question or stop the survey anytime for any reason. Whether you choose to participate or not will have no effect on your access to services.

Potential benefits:

By participating in this survey, you are helping increase our understanding of homelessness in Moose Jaw and helping with research to improve programs and services.

Further information:

If you are interested in the study results, findings will be available on the **Square One Community Inc. websites** and at **shelters and transitional housing**.

Desiree LaLonde, RSW
Pit Coordinator
Square One Community Inc.
mjpitcount@gmail.com

Thank you for your participation!



Housing and Homelessness Resources

The Canadian Observatory on Homelessness is Canada's largest national research institute devoted to homelessness. The COH is the steward of the Homeless Hub.

The Homeless Hub is a web-based research library and information center representing an innovative step forward in using technology to enhance knowledge mobilization and networking.

<https://www.homelesshub.ca/>

Making the Shift contributes to the transformation of how we respond to youth homelessness through research and knowledge mobilization specific to youth homelessness prevention and housing stabilization.

<https://makingtheshiftinc.ca/>

The Point-in-Time (PiT) Counts are a community-level measure of sheltered and unsheltered homelessness. They also provide a national picture of homelessness.

<https://www.infrastructure.gc.ca/homelessness-sans-abri/resources-ressources/point-in-time-denombrement-ponctuel-eng.html>

Point-in-Time (PIT) Homelessness Counts are key resources that gather data to help understand factors in homelessness, give a human face to the statistics, and help design and implement effective program and policy investments and interventions.

<https://www.infrastructure.gc.ca/homelessness-sans-abri/reports-rapports/pit-counts-dp-2020-2022-highlights-eng.html>

Centre for Equality Rights in Accommodation (CERA) is one of Canada's oldest not-for-profit charities working to advance the right to adequate housing. It was founded in 1987 by a small group of Ontarians who were deeply concerned about discrimination in housing,

<https://www.escri-net.org/member/centre-equality-rights-accomodation-cera>

The Saskatchewan Human Rights Commission's public report brings together many renters' systemic equity concerns.

<https://saskatchewanhumanrights.ca/systemic-advocacy/housing-and-public-assistance-advocacy/>

The Federal Housing Advocate was appointed in 2022 to promote and protect housing rights in Canada.

<https://www.housingchrc.ca/en/federal-housing-advocate-frequently-asked-questions>