

Street Count Deployment Guide



The Street Count Deployment Guide contains guidance for the Team Captains to successfully run a deployment site for the youth count.

Recommended Materials

Check in:

- Sign in sheets
- Deployment logs
- Recruitment list
- Waivers
- T-shirts

Check out:

- Guide payments
- Payment log

Street Count:

- Maps
- List of hot spots
- Surveys
- Tally sheets
- Clip boards
- Pens/pencils
- Resource lists
- Team Captain phone number
- Bag
- Survey incentives

Tip: Consider providing flashlights, sunscreen, or bug spray, in addition to snacks and water for Street Count teams to take with them when they conduct the youth count.

Arrival

Place a check-in table at the entrance to the room to catch everyone as they come in. Place the sign-in sheets and waivers on the table. A Team Captain should be stationed at this table while people arrive.

Tip: If the Street Count teams are not pre-assigned, have separate sign-in sheets for Team Leaders and Guides to make it easier to create teams.

Place another table at the far side of the room with the food and t-shirts. This will draw people into the room after they get signed in.

If the Deployment Site does not have separate rooms for trainings, determine how you will configure the room to hold separate Guide and Team Leader trainings.

Departure

Review the maps and other materials with each team individually and respond to questions. List the Team Captain's phone number on the youth count materials in case questions arise in the field or more supplies are needed. Review when the team is expected back to the deployment site at the conclusion of the shift.

Tip: Put each team's Street Count supplies in a bag so they can easily carry them. Street Count teams should be given supplies for 25, 50 or 75 surveys based on the number of youth anticipated at hot spots.

Fill out a deployment log with the Street Count team members, contact information, and departure time.

Tip: Consider using an online shared deployment log if you want to be able to monitor the Street Count teams across multiple deployment sites.

During the Street Count

Contact each team midway through the shift to check for questions and problems.

Street Count teams will return at variable times as they conclude their routes. Contact any Street Count teams who remain in the field approximately 30 minutes before the end of their shift to confirm that they will return on time. Discuss a plan for what to do if they are going to be late.

Shift Debrief

Debrief with each Street Count team individually as they return. Ask questions about the overall experience of conducting the youth count:

- How did the youth count go?
- What was the experience like?
- Were people generally willing to complete the survey?
- Was the paperwork easy to use?
- Did you have any problems during the youth count?

Ask questions about the individual hot spots:

- Were you able to go to all of the hot spots on the map?
- Did you have any problems with the hot spots?
- Do you think you went to the hot spot at the right time?
- Did you go to any additional hot spots that weren't marked on the map?

Finally, review the completed tally sheets and surveys for completion and accuracy. Ask questions if there is anything that is unclear or confusing.

Close Out

Once the debrief is over, process the Guide compensation and reimbursements for incurred expenses.

Team Captains should clean up the deployment site and gather all remaining materials. Team Captains should collect all youth count surveys and tally sheets, ensuring that they are safely stored until they can be submitted to the Leadership Team for cleaning and analysis.