

Count Strategy Meeting Invitation



During the Count Strategy meeting, the Stakeholder Team will review the Street Count teams and the Organizational Count and Come and Be Counted Locations. They will also plan the recruitment strategy. The template text below can be used to invite the Stakeholder Team to the meeting.

Stakeholder Team Invitation

Dear [NAME],

Thank you for all of your help planning the upcoming youth count. We just completed the focus groups, and have learned a lot about the hot spots where unaccompanied youth experiencing homelessness and housing instability spend time. Please join us for the next step in the planning phase; the Count Strategy Meeting, on [DATE, TIME, LOCATION] where we will review the information and complete our plans for the youth count.

At this important meeting, we will:

- Review multi-faceted youth count approach
- Review day-of youth count schedule
- Review route plans, number of teams needed, and assignments
- Finalize Street Count, Organization Count and Come and Be Counted Locations plans
- Finalize deployment locations
- Review Guide, Team Leader, and volunteer recruitment plans
- Finalize training times and locations

We encourage you to attend the meeting in person, but if you are unable to, please join us by [INSERT VIDEO OR TELECONFERENCING INFORMATION]. If you are unable to attend, please feel free to send someone else from your organization. We will be in touch following the meeting about next steps.

Please let me know if you have any questions. I look forward to speaking with you on [DATE] at [TIME].

Thank you,
[NAME]