

# Organizational Count Outreach Language



The template text below is for contacting organizations about participating in the Organizational Count. It explains why the surveys are being completed, and the assistance needed. It is intended to be used with organizations and program staff who have not yet been participating in the youth count planning process and may need additional context to understand the request.

## Organizational Count Invitation

Dear [NAME]

On [DATE OF COUNT], the [NAME OF COMMUNITY] will be conducting a youth count of unaccompanied youth experiencing homelessness and housing instability between the ages of 13-25. In addition to conducting a Street Count, we will be doing surveys in youth programs, shelters, drop-in-centers, and transitional living programs where young people between the ages of 13-25 years old receive services. We need your help to conduct these surveys.

Surveys should be completed with all young people between the ages of 13-25 years old who receive services from your organization on [DATE]. We will provide the survey materials and \$5 gift cards for everyone who completes a survey. We will drop these off on [DATE] and pick up the completed surveys and left-over surveys and gift cards on [DATE].

Please let us know if you and other staff at your agency can complete surveys with the young people you serve. If not, we would be happy to send a volunteer—please let us know when it would be most convenient on [DATE] for the volunteer to arrive.

We will also need you to complete a short training on completing the surveys, which can be accessed here: [INSERT LINK]. It only takes about 15 minutes.

Please let us know if you have any questions and if there are any other supports we can provide to make this a smooth process.

Thank you,  
[NAME]