2026 Point-In-Time Count (PIT) Volunteer Instructions

Thank you so much for volunteering to participate in the 2026 PIT. The PIT takes a wide effort, and your help is valuable to assuring we have a complete and accurate count! Please read and complete all steps below.

1. Take all **required** training. Your community may host a training, or you may be required to take them on your own. The CoC training is available on the CoC PIT Page and ICA PIT page. Your community may also have additional training specific to your local outreach plan (assign teams, review maps, hand out supplies, etc.). The West Central CoC PIT-HIC Training takes about 20 minutes.
2. Sign the Volunteer Agreement used as a waiver and confidentiality agreement. Signed documents must be completed prior to conducting the count and given to your Count Lead.
3. Practice surveying someone at least once prior to the night of the survey, using both the paper and PIT-Live online tools.
4. Only survey in teams of at least two people.
5. Come prepared to be safe, warm, and equipped to conduct the survey at your designated time and location.
    a. I will meet my outreach team at:___*am/pm* on_____at_____.
    b. I will be conducting outreach with:_____.
    c. My count leads name and phone # is:_____.
    d. Print, read and bring with the Veterans Guide. This guide provides contact information to verify and support veterans.
    e. Bring survey tools:
        i. A tablet and/or your phone if using PIT Live.
        ii. A charger and/or portable charger power bank for your phone and/or table since the cold weather can drain your battery quicker than normal.
        iii. Paper copies of the Observation Tool and Paper Survey (even if you are planning on using PIT Live just in case the site is down or you battery dies in the cold)
        iv. Pens (more than one) or pencils to write with.
        v. Clipboard to write on.
    f. Wear appropriate clothing.
        i. Dress for the weather. Wear waterproof clothing and layers.
        ii. Bring extra gloves and boots/shoes in case one set gets wet.
        iii. Wear bright colors so you can be seen.
    g. Bring outreach/referral information.
        i. Safety: numbers for key emergency connections in case you encounter a victim/survivor or someone in a mental health or health crisis.
        ii. Veterans: Veterans handout.
        iii. Local resources – including where to be assessed for CARES.
6. Enter you surveys into PIT Live within 7 days if you are not entering them real time. Ideally 48 hours though.

Thank you and stay safe!