



Fall 2010 Southern Nevada Project Homeless Connect Booth Policies and Procedures

PROJECT HOMELESS CONNECT BOOTH APPLICATIONS

- Please submit one application per booth for participation in Project Homeless Connect.
- Every booth must have submitted a thoroughly completed application which will go to the PHC Executive Committee to verify prior to participation in Project Homeless Connect.
- Booth applications and signed Policies and Procedures must be received by the appropriate section chair (see attached directory) on Friday, October 1, 2010 at 5pm. Applications may be submitted via fax, email, or mail. **No late applications will be accepted.**
- Applications will be reviewed and verified for accurate information and to ensure services rendered are applicable to this population. Booth participants will be notified by email by Tuesday, October 12, 2010 regarding their status for participation in Project Homeless Connect.
- Booth includes one 8' X 30" table and 2 chairs. Agencies may decorate their area however they choose (including table clothes banners, flyers and backdrops, etc) which explain the agency and its purpose for attending the event.
- Technology (phone, DSL, or power) is available, but not guaranteed. Currently there is also a cost associated with it dependent upon the number of users per section. Some funding is available to assist with this cost if needed. Indicate on your booth application all of your technology needs and you will be notified of the specific technology costs per section on October 12, 2009 with booth approval.

BEFORE PROJECT HOMELESS CONNECT

- If approved for participation, at least one representative from your organization **MUST ATTEND** the "PHC All Provider Meeting" on Wednesday, November 3rd from 2:00-4:00 pm at the William Pearson Community Center, 1625 W. Carey Ave., North Las Vegas, NV 89032 (on MLK and Carey).
- Booth set-up is Tuesday, November 9th from 1:00-5:00pm. Larger equipment requiring vehicle transportation must be unloaded between 7:00a and 1:00p. **THERE IS NO BOOTH SET UP ON THE DAY OF THE EVENT.**

AT PROJECT HOMELESS CONNECT – TUESDAY, NOVEMBER 10, 2010

- Booths must remain open and be staffed from 8:30am – 4:00pm. Please have enough staff, representatives and assistance to ensure this will happen.
- Organizations/Individuals must supply their own sign(s).
- No inappropriate solicitation is allowed. This includes offering services that cannot be rendered or are misleading regarding the services that will actually be provided, and includes services that could be harmful to the clients or take advantage of the client's situation.
- No food other than small candy can be given from booths (no popcorn, sandwiches, etc.).
- You may not offer giveaways at your booth(s). **Giveaways other than small candy must be distributed in the "Giveaway Section".** *(The Veterans Section is excluded in this policy).*
- Only clients are eligible to receive services. **Booth representatives and volunteers cannot receive any services.** These services include court appearances, haircuts, massages, giveaways, food and any other items or services given to clients.

AFTER PROJECT HOMELESS CONNECT

- Booth Teardown is from 4:00pm – 7:00pm after Project Homeless Connect. Before you leave, you must do the following:
 - o Pick up all trash in and around your booth.
 - o All information and left-over products must be either thrown away or taken with you.
 - o Breakdown your table and stack your chairs.
 - o Leave the booth curtains as they are. Do not take them down.
- If you are able, please provide assistance in tearing down the rest of the event.
- An electronic survey will be sent to all agency booth representatives in regards to follow-up and feedback for PHC. Please take the time to use the survey as an opportunity to express what went well, what aspects need to be improved on, and offer suggestions for future events.



CONSENT TO PARTICIPATE AND RELEASE LIABILITY

This organization/individual understands that it/he/she is participating in activities related to Project Homeless Connect by its/his/her own choice.

This organization/individual agrees to release the Nevada Homeless Alliance, Clark County, the Cities of Las Vegas, Henderson, North Las Vegas, and Boulder City from any liability for an injury or illness to this organization/individual during its/his/her participation with Project Homeless Connect. We/I assume full responsibility for risk of bodily injury or property damage incurred by the organization/myself arising either directly or indirectly from its/my participation in Project Homeless Connect, from any cause whatsoever, whether caused by the Nevada Homeless Alliance, Clark County, the Cities of Las Vegas, Henderson, North Las Vegas, and Boulder City active or passive negligence or otherwise.

This organization/individual understands this release extends to claims that it/I do(es) not know or do(es) not expect to exist at the time of signing of this release.

This organization/individual agrees to indemnify, defend and hold harmless the Nevada Homeless Alliance, Clark County, the Cities of Las Vegas, Henderson, North Las Vegas, and Boulder City for any liability that may arise as a result of this organization's/individual's criminal, willful or fraudulent acts or omissions that occur during its participation in Project Homeless Connect.

This organization/individual agrees to return all forms and data sheets to Project Homeless Connect staff upon completion of its/my participation in Project Homeless Connect.

OATH OF CONFIDENTIALITY

The Nevada Homeless Alliance, Clark County, the Cities of Las Vegas, Henderson, North Las Vegas, and Boulder City respects the privacy and privacy rights of the people they serve.

This organization/individual understands that:

1. The purpose of gathering and sharing private information between survey and service team members is to improve housing and health outcomes for the clients served at Project Homeless Connect.
2. Sharing of personal client information will be limited to that which will help achieve this purpose.
3. The unauthorized release of any protected health information may make us/me subject to a civil action for damages. In addition, Federal and State laws protecting information relating to the provision of confidential patient information, including, but not limited to, mental health and substance abuse information may apply. These laws may have additional penalties, including criminal penalties.

CONSENT TO INTERVIEW AND/OR PHOTOGRAPH

This organization/individual hereby agrees that its participants or I may be interviewed and/or photographed/videotaped and that the interview and/or photos/videos are obtained with our/my full knowledge. This organization and its participants/I understand the interview and/or photos/videos that are obtained can be used for the Nevada Homeless Alliance promotional materials without any compensation of any kind being furnished to this organization or its participants/I.

We/I understand and agree to the entire Project Homeless Connect Booth Policies and Procedures stated on these two pages.

Failure to do so will result in being excluded from this current event and possibly not being invited to participate in future events.

ORGANIZATION / INDIVIDUAL

PRINT NAME

SIGNATURE

DATE

Please contact Stacy Sutton at (702) 743-1487 or at NHAVoice@aol.com with questions. Thank You!