



One Homeless Night 2010

SAMPLE TIMELINE



NOTE: This is a general guide and does not have to be followed verbatim.

MAY/AUGUST Receive information about One Homeless Night and decide to lead an event. Begin sharing information about the event with others at your school, church, organization or family groups. Invite those who are interested in working with you on the event.

AUGUST 16 Identify an Adult Sponsor who works at the school, church, community organization or is a parent at the household where your event will take place. Ask this person to help you organize meetings and obtain donations and other forms of support.

AUGUST 23 Identify an exact location for your event and begin the process of securing all relevant permissions, approvals and requirements. **Be sure to send in your Group Registration as soon as possible so that we can keep you updated.**

AUGUST 30 Increase involvement by posting flyers, posters, e-mail invitations and announcements to invite other youth to planning meetings and get them enrolled in project activities (see Toolkit”).

SEPTEMBER 9 Conduct an informational meeting to inform others about the issue, the event and how they can become involved. Answer the questions “who, what, when, where, how and why?” Identify those who can offer some type of entertainment during your event or lead activities. Give each participant a Registration Form and a Donation Form. Set a deadline for returning Registration Forms no later than Friday, October 22. Be certain that all participants are aware that they are expected to raise a minimum of \$100 in cash donations.

SEPTEMBER 16 All youth leaders and adult sponsors need to attend the planning rally at synergy’s youth resiliency center, 2001 NE Parvin Road in KCMO at 6:30pm. This is an important opportunity to network with other groups, brainstorm ideas and learn of resources for your event. RSVP in advance.

OCTOBER 1 **SITE REGISTRATION FORMS DUE TODAY.** Request speakers from Synergy and plan the agenda for your event. Start collecting large cardboard boxes and other needed supplies well in advance of your event.

OCTOBER 8 Get commitments from speakers, performers or other individuals who will be leading activities during your event. If food is being offered, be sure that all preparations have been made well in advance.

OCTOBER 15 Work intensively on your fundraising efforts. Continue promoting the event verbally, in writing or electronically. Conduct small informational events to raise awareness about the issue and gain support. Small fundraisers such as bake sales, candy sales, etc. may help your group reach your donation goals. Be sure to keep track of donors’ information on the Donation Forms.

OCTOBER 22 Finalize your event agenda. Make sure all who are a part of the program understand the timeframe and that they should not deviate from the agenda. Have leaders in place to be in charge of registration, security, collecting and securing monies, food service, entertainment and announcements.

OCTOBER 29 Sites must fax participant registration forms to Synergy at 816-455-3711.

OCTOBER 27 Begin collecting donations from participants ahead of the event. For security purposes, you don’t want anyone in possession of large sums of money during the event. You may ask all participants to bring their donations to the weekly meetings and collect them there. Make sure you keep appropriate records of who has turned in their money, how much it was and who the donors were. The Donation Form will help in this process.

NOVEMBER 5 Have all the materials you will need for your event in place. Walk through your site to make sure it is suitable for the event. Send press releases, verbal announcements and post flyers where allowed.

NOVEMBER 12 Conduct your event. Be safe and have fun!

DECEMBER 3 **Deadline to send in all donations to Synergy along with donation forms for all participants.**



One Homeless Night 2010 SAMPLE AGENDA



Activity	Description	Amount of Time	Start Time
Registration and Check-in	All participants check in and sign agreement to Rules	1 hour	6:30-7:30pm
Welcome and Overview of Event	Describes program and expectations	30 minutes	7:30pm
Set up Camp	Build Boxes, set up tents, etc	1-2 hours	8:00pm
Speaker 1	How Young People Become Homeless	30 minutes	9:00pm
Speaker 2	Legal Issues Facing Runaway and Homeless Youth	30 minutes	9:30pm
Live Music, Hobo Fashion Show, Comedians	Entertainment	1-2 hours	10:00pm
Group Challenges or Competitive Games	Fun time with reflection	1 hour	11:00pm
Dumpster Diving for Food or Soup Kitchen	Snacks	1 hour	12:00am
Movie Time	Watch a movie that illustrates youth homelessness or other related topic	1 ½ hours	1:00am
Security Patrol: All participants must be in their home camps	Roll call to locate all participants and conduct safety check	1 hour	1:30am
Lights Out	Quiet time for the rest of the night	4 hours	1:30am
Soup Kitchen	Breakfast	1 hour	5:30am
Event Closing	Participant remarks, evaluations, etc	30 minutes	6:30am
End of Event	Good-byes	PRN	7:00am

What would you do if you had no place to call **HOME**?

One **HOMELESS** Night is a metro-wide "sleep-out" to raise awareness around the issues of Youth Homelessness, as well as funds to help provide shelter, counseling and resources to youth in need.

INSERT YOUR EVENT
INFORMATION HERE!

Friday
Nov.
12
2010



One
HOME
LESS
Night



More than **2,000** young people
go to sleep **homeless** every night
in the **Kansas City** area.

 **SYNERGY
SERVICES**
Synergy House • SafeHaven • STOP Violence

400 East 6th Street
Parkville, MO 64152
phone: 816-505-4863 | fax: 816-455-3711
www.synergyservices.org

Thank you for your support of Synergy's One Homeless Night 2010!

We have asked youth from schools, worship centers and community organizations throughout the Kansas City area to spend the night simulating what it would be like if they were actually homeless. This project raises awareness of the fact that on any given night there are more than 2,000 area youth spending the night without a place to call their home. We have also asked them to obtain sponsor donations to help support our new Youth Resiliency Campus, which helps vulnerable and homeless youth find a home and a new beginning. Please complete the information on their Donation Form so that we can send you a record of your tax-deductible contribution. Again, thank you for your support.



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