

ORGANIZING A STAND DOWN



A REFERENCE DOCUMENT

Prepared by the National Homeless Veterans Committee

Vietnam Veterans of America, Inc.

8719 Colesville Road, Suite 100

Silver Spring, MD 20910

(301)585-4000 (phone)***(301)585-0519 (fax)

www.vva.org

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INTRODUCTION

It is certain that during the winter of 1988, when Robert Van Kuren and Jon Nachison were floating down the Colorado River they had no idea what they were about to create. Their conversation turned to the plight of homeless veterans as they sat on the river's edge. It was a conversation that would change their lives and the lives of countless thousands of homeless veterans across the nation.

The first stand down took place in the summer of '88. A year later, after extensive planning, they held another stand down, this one more successful than the first. They felt the sunny day spent floating down the Colorado had been the beginning of something big, and it was time to get the word out to others.

Now, thanks to the vision of Vietnam veterans Robert Van Kuren and Jon Nachison, Ph.D., yearly stand downs occur across the country in hundreds of locations, each taking on a life of its' own. They vary from town to town; some one day, some two day, and some remain the traditional three day event.

This booklet was developed out of the experiences of those who have put on stand downs in the hope that it will guide others through the planning and organization it takes to hold such a massive event. After an initial description of what happens during a stand down, this handbook addresses how to get others involved in the effort, what jobs need to be done, and how to use committees to plan the many aspects of a stand down. We have included appendices giving sample forms that might prove useful to those working on upcoming stand downs.

Good luck providing services to our nation's homeless veterans, many of whom have already paid dearly for rights we take for granted.

Vietnam Veterans of America Homeless Veterans Committee acknowledges that information contained herein was obtained from the original document prepared and copyrighted by VVA in 1994 and revised in 1995.

Sandy Miller, Chair
Vietnam Veterans of America
Homeless Veterans Committee

FACTS ABOUT HOMELESS VETERANS ¹

- It is estimated that 57,849 veterans are homeless on any given night, and twice that number experience homelessness over the course of a year.
- Approximately 12% of the homeless in the U.S. have served in the armed forces.
- 20% of the male homeless population are veterans
- 51% of the individual homeless veterans have disabilities
- 70% have substance abuse problems
- 50% are 51 years of age or older
- Female veterans are the fastest growing subpopulation among the homeless
- More than 90% of homeless veterans are high-school graduates, and a third have some college education.
- Most homeless veterans are unemployed, but nearly all have worked in the past year.
- Less than half of all homeless veterans suffer from serious mental illness.
- Many veterans are homeless for the same reasons that anyone is: Poor job market, steep housing costs, slashed social programs, and military downsizing. The lack of affordable housing, specifically efficiency apartments and rooming houses, is a significant problem.
- The Department of Veterans Affairs runs the largest integrated network of treatment and assistance programs for homeless people in the United States.
- The most effective programs for homeless veterans are community-based, not-for-profit, veterans-helping-veterans groups.

WHAT IS A STAND DOWN?

Veterans who served in a conflict may remember the stand downs overseas when they pulled back, cleaned up, regrouped and were able to get some rest. Stand downs were usually two- or three-day "time-out" periods when soldiers came off the battlefield and into a safe place.

The same stand down experience veterans had in Vietnam is being recreated today across the country for veterans who need to come in from the trenches of the homeless battlefield.

Most stand downs last three days and two nights (though some are shorter). Tents and stations are set up in a large public location, such as a football stadium, and veterans come in for haircuts, showers, medical exams, clean clothes, decent food, entertainment, companionship, and a safe night's sleep.

The hope is that while participating in a stand down, the veterans will get help to come in from the streets permanently.

It is a huge endeavor, but well worth the time, effort, energy, blood, sweat and tears that goes into planning a Stand Down. Knowing they are helping homeless veterans provides the volunteers with a sense of self satisfaction. It renews the pride of service many of the homeless veterans may have lost sight of.

HOW TO PUT ON A STAND DOWN ²

As with most endeavors, the bulk of the work in putting on a stand down is in the planning. Because you will depend on services and labor from many sources, a lot of discussion and coordination needs to take place early.

Once you've got a core of interested people, you will break into committees, each focusing on a separate aspect of the event. These groups will later report to your Steering Committee with what they have worked on, and the Steering Committee will have final approval of the plans.

This section of the handbook tells you where you can look for money and volunteers, what you should plan for, and how the committee process works.

Getting Started: Funds

Although much of the labor and many supplies will be donated, you will need funds for your stand down. Money is available from organizations interested in helping veterans and the homeless. Approach the state and county departments of military and veterans affairs, the U.S. Department of Veterans Affairs, local veteran organizations, and groups in your community that work with the homeless. There may be private corporations that are willing to sponsor some aspect of the stand down. If you want help writing grant requests, talk with local commissions on veterans issues—they may endorse your grant request as well.

DOL-VETS awards Stand Down funding through the Homeless Veterans' Reintegration Program (HVRP) on an annual basis, pending funding reauthorization. This noncompetitive grant is awarded on a first-come, first-served basis to support one day or multi-day events at up to \$7,000 or \$10,000, respectively. Eligible entities include state workforce agencies, state and local workforce investment boards, veteran's service organizations, local public agencies and nonprofit organizations, including community and faith-based organizations. HVRP grantees are encouraged to engage in Stand Down events in their community and may apply for Stand Down funding support independently of their HVRP grant.

The Backbone of Your Stand Down: Volunteers

You will need at least two volunteers for every homeless veteran you hope to serve; start early to make sure you get enough people. Sources of volunteers are endless, but early notice is essential.

Nonprofit groups are full of volunteers who are already involved in your community. Contact them by sending a form letter asking for their help. (See Appendix A for a sample volunteer form.)

The county department of military and veterans affairs also has people who can help you identify volunteers. In addition, the veteran council in your area, if you have one—or any other organization of chapter presidents or post commanders—can assist you in the early stages by networking among their members.

The Department of Veterans Affairs (VA) in your area, along with vet centers, may have a homeless veteran outreach team. They can be helpful with your planning, and you will want their assistance during the stand down. The U.S. Secretary of Veteran Affairs has encouraged the VA hospitals and medical centers to be involved in stand downs put on in their serving areas. The VA will be able to help with triage and a variety of other medical, dental, and psychological problems that homeless veterans face. If there is a Regional Office in the area, they can be a great resource, as well.

Contact the United Way for a list of member agencies. Most will be happy to be involved in your stand down. They have a wealth of knowledge and experience with organizing and event planning, not to mention their deep resource of volunteers.

Don't forget your local community college or university for additions to your people power. And keep in mind the Boy Scouts, Girl Scouts, and Junior ROTC programs. These groups are always in search of worthwhile events to participate in and may have leaders who are veterans.

Once you have contacted all likely volunteers, hold an informal planning meeting with those who have shown interest in working on the stand down. And find someone among your early contacts who is good with the coordination of volunteers.

As you move through the monthly planning meetings, send minutes of those meetings to the groups and veterans service organizations not yet involved. Don't be discouraged by a small turnout at your early planning meetings; small committee meetings are best for the early planning stages anyway. When your event draws closer, the people you have been sending minutes to all along will begin to show up at your request. When the latecomers do arrive, let them know they are welcome. Chances are they will be more involved next time.

PLANNING FOR SERVICES: WHAT WILL YOU BE PROVIDING? ³

Just what is it that you will be doing during the two or three days of the stand down? It will be clear what tasks lay ahead and what supplies are needed once you review this section, which gives specifics on what a stand down provides for the homeless veterans.

Selecting a Site

The best sites for stand downs are grass-covered, gated and fenced, such as football fields or stadiums. The local high-school football field will do fine, as long as it is secure and has gated entrances. The homeless veterans will want to feel safe but not locked up. (Attempts to hold stand downs indoors in sports arenas and civic centers have resulted in homeless veterans leaving early because they felt too confined inside a building.)

Public Relations

Identify a public relations (PR) person for your stand down early on. Choose someone with experience and good communication skills; good publicity is critical. The local press and TV stations will want to cover your event, and they expect news releases to be on time and press kits to be available when they show up.

Don't disappoint the media by appointing a newcomer for the PR job. An experienced PR person can prevent bad experiences with the media, and this is important.

Security

The homeless veterans will want to feel free to come and go as they please. Have ID cards made by donated labor or have uniquely colored wrist bands available.

You will need security at all the entrances to your location, with a separate entrance for volunteers. Rely on veterans for your security needs; the homeless veterans will find it hard to trust anyone else. The Security Committee Chair should establish a chain of command for every shift of security and have designated shift commanders rove through the site. Roving security should always be present in the housing area.

Security people will need to inspect bags and backpacks, etc., coming in for contraband. A separate and secured area will be needed for large belongings; this gives the vets the luxury of not having to watch over their gear for a couple of days.

Feeding People

You are going to be serving many meals over the course of the stand down. One approach is to get veterans organizations, posts, or chapters to sponsor meals. Many union locals have a large percentage of veterans in their membership, and unions are good at putting on large feeds and can be counted on to help out. The local National Guard may be able to bring their mobile mess hall to your event. The Salvation Army usually has a large food bank and is

essentially in the business of feeding the homeless. They may be willing to help fill in holes in your food or coffee supply. Contact your local supermarkets. They are often willing to give donations such as gift certificates for food.

You will go through more coffee cups and napkins than anything else, so contact your local convenience stores and other fast food chain restaurants for the donation of paper items with their logo on them. They will find it hard to resist this type of goodwill advertising. Local wholesale food distribution centers are usually very willing to assist.

Try to feed the homeless veterans something other than what they are accustomed to getting at shelters. This isn't hard if you think about it.... Be creative. Even with donated meals, the volunteer efforts of an executive chef can make all the difference. A chef will be able to make special touches in the food preparation, which the homeless veterans will appreciate. In addition, an executive chef is used to planning and coordinating the feeding of large numbers of people on a daily basis and will have the skills you need.

Clothing and Blankets

Get donated clothing and have a locker for it that is manned whenever it is open. On the streets, a nice piece of clothing or a new pair of sneakers is as good as money. Hold off giving away these types of items until the last day to avoid confrontations or participants leaving early. It's often the carrot enticing the veterans to get the greatest advantage of the entire Stand Down event.

You will probably need new blankets while all the sleeping bags and old blankets the homeless veterans brought are being washed along with their clothes. Homeless veterans often have lice, so keep them and their clothing isolated from donated clothing and blankets until after they have showered. Often one set of clothing is provided at the beginning of Stand Down. Contact the General Services Agency (GSA) for a list of clothing items they have for donation. Always remember that you may or may not get what you ask for.

Haircuts

Most of the homeless veterans will welcome a good haircut. Get plenty of volunteer hair cutters involved for free haircuts. Contact local area hair dressers or schools of cosmetology for volunteers. Point out that you will mention these people and their businesses in your pre-event publicity, and let them know the homeless veterans will have showered and been deloused by a medical team before coming for haircuts.

Medical Examinations

You will need as much help as possible from the VA for medical examinations. Be prepared to cover general medical treatment, women's health, pediatrics, dental work, optometry, podiatry, hearing tests, dermatology, delousing, psychological and psychiatric services, social services, drug and alcohol counseling, and AIDS counseling. Get as many service representatives as you can from the veterans service organizations in your area. Contact local medical and dental schools in the area for volunteers.

Entertainment

Good entertainment adds a special flavor to your stand down. Entertainment can run the full range from dancers to comedians, and all the music you can fit in between. Many veterans are entertainers or are in musical groups and love karaoke. Find out who they are, and ask them to bring their friends. And don't be afraid to go after the big names in your area. Most entertainers welcome the opportunity to play to a small crowd now and then, and the homeless veterans will come away feeling content after a night under the stars with your community's local stars.

Place your entertainment area as far away from the sleeping area as possible to avoid disturbing those homeless veterans in desperate need of sleep.

Amnesty

Try to arrange for amnesty with the police departments in your area regarding past minor violations such as shopping-cart theft. Make sure word is out on the streets about this amnesty, which will encourage vets to come to the stand down.

You may be able to arrange with judicial districts in your area to have a small court at your stand down. This would allow homeless veterans to plead before a judge regarding multiple ticket offenses for things like shopping-cart violations and jaywalking. Other offenses, including misdemeanors, might be able to come before this small court as well, and veterans might be able to work those violations off with community service hours. They might even be able to accomplish their community service hours during the stand down by cleaning or doing other work. Arrangements might be made for additional community service hours to be worked off with other chapter members already involved in a community project.

Contact the judges and legal aid organizations in your area to begin arrangements for all this far in advance. Vet Courts, if available, are a great resource.

Accommodations

The National Guard can be approached for tents and cots as well as for getting this equipment to your location, but it may be up to you to set it up and to break it down.

When it comes to the layout of your stand down site, rely on your experience in the military and apply it here. Put as many people in one tent as is comfortable while still preserving some sense of privacy. Assign tent leaders from among the homeless veterans and make them part of your chain of command.

Keeping Control

While your event is under way, you can expect controlled chaos much of the time and confusion often. Usually, there is not much trouble from the homeless veterans. They will be glad just to be there. Expect the occasional fracas to break out, but this is rare.

One of the ways to maintain some control is to track the participants. You can use a check-off sheet, which allows the homeless veterans to readily see what service providers they have seen. This will also be helpful to the service providers.

Assign several qualified volunteers to troubleshooting duty, plus at least two central people who can solve problems as they arise. Keep these essential people centrally located and equipped with radio communication connected to security, medical area, and your roving troubleshooters.

Emergencies

You will need to be prepared for medical emergencies. This is where security and good communication will be most helpful. The typical problems are delirium tremors, seizures, and the symptoms of overeating that mimic a heart attack. Give 911 advance notice, at their business number, of your event's time and location.

Have people on security detail who are certified by the Red Cross for adult cardiopulmonary resuscitation (CPR) and standard first aid. Ask the VA for a nurse to be available during your stand down. (If you ask local hospitals or private nurses to do this, you may have a problem with liability and malpractice insurance.)

Veteran Status

There will be non-veterans who want to use the services of your stand down, so it is important to plan what approach you will take. Many stand downs check credentials at the entrance. But because many visitors won't have their papers in order and not every veteran is in the VA's rolls, it may not be possible to know for sure whether some of your visitors are veterans or not. At some stand downs, everyone is served whether they can prove they're a veteran or not. At others, probable non-veterans are referred to other sources for help.

In any case, be prepared to counsel homeless veterans with "bad paper" for upgrades. If a available, Regional Offices can be of great assistance.

Women and Children

You can expect some female veterans as well as wives and children of homeless male veterans. Be prepared to accommodate wives, children, and homeless women with separate showers and sleeping quarters. Keep an eye on children, and have a meeting place for people who become separated. If a female veteran comes in with a male non-veteran husband or significant other, he should be housed with the male participants and not in the family area.

Trash

Be prepared for the large amount of trash your stand down will generate. Make arrangements ahead of time with your town or city for trash pickup a couple of times a day. Many trash pickup companies will provide trash receptacles and recycle containers.

Cleanup

Just when you think the event is over the event is not over. Cleaning up and breaking down will take several hours. It is always a good "rule of thumb" to leave the site in better condition than when you arrived. This will set the tone for future stand downs.

Follow-up

An after-stand-down committee meeting within two weeks is a good way to get feedback from everyone involved. This is an appropriate time to review comment sheets filled out by the participants. It is always a good idea to provide an “after action” report to your donors, as well as certificates of appreciation. This is an easy way to set the ground to approach them for the next stand down. This is also a good time to begin planning your next stand down. Do not put off your follow-up until after everybody is rested and has moved on to other things.

A Final Thought

It is always hardest to orchestrate the first annual anything, and your stand down won't be different. Keep in mind that it is difficult to get people involved in a new idea. Have faith in the stand down concept; it is an idea that has been proven. It will be a success when the first homeless veterans sit down and begin to relax. The sanctuary you will be providing will be like heaven on earth to them—even if only for a few days.

THE VOICE OF EXPERIENCE: WHAT HAS AND HASN'T WORKED ⁴

Knowing some of the high points and glitches of past stand downs should help make your event successful. The points raised here come from after-stand-down critiques submitted by the people involved.

Planning/Organization

- Each committee chair should schedule his or her own workers and organize a working schedule.
- Use formerly homeless veterans who may be in local programs to act as Tent Leaders...they “talk the talk and walk the walk” and are able to connect with the participants, sometimes being able to “bring them in”

Volunteers

- Before one stand down, planners networked with the local rescue mission, which brought out four homeless veterans to assist in the set-up. These vets stayed on site with the Marines and "became like family." The chief of domiciliary operations at the VA medical center also brought veterans to help out.
- One way of thanking the volunteers is to have a dinner after the stand down.
- The Marine Corps Reserve, National Guard, Army Reserve, and other involved groups all expressed that it was a positive experience to work together.
- After one stand down, agencies sent letters stating how glad they were to have had a chance to meet and work with so many others and to reach out to veterans who might not have come into their offices.
- It's important to have plenty of volunteers to sit with veterans and talk or listen.
- A new volunteer form should ask for the specific dates, times, and areas in which a volunteer wants to work. Walk-in volunteers should be kept to a minimum.
- Set-up and tear-down requires more volunteers than might be expected.
- It would be good for the National Guard to designate the stand down weekend as a regularly scheduled drill weekend for financial reasons and to ensure that plenty of National Guard members are available to help.

Public Relations

- The media should be encouraged to produce pre-stand-down articles.
- One stand down group said there should have been a better means of spreading the word of a stand down to the veterans and to the public in general. This could have been done, they said, by securing donated air time from radio stations and in other ways encouraging greater involvement of the media.

Facilities/Equipment

- The public address system should be strong enough to be heard everywhere.
- Because most homeless veterans don't own watches, a centrally located bulletin board with a large clock is a good idea.

Transportation

- Transportation can become a major issue. The location of one stand down, although conducive to the veterans' recovery, was not easily accessible. One way to address this is to make vouchers available from various veteran organizations for public transportation.

Feeding People

- Veterans might put food inside their shirts and pockets at first, but leaving nonperishable snacks out at all times reassures the veterans they will eat again. (At the end of the stand down, leftover nonperishable food can be given to the veterans to take with them.)
- Bulk food left over should be sent to shelters and soup kitchens
- Stand down locations need full kitchens.

Clothing and Other Handouts

- Handouts (t-shirts, hats, bags with toiletries, and other essentials) need to be in a locked place—a vehicle or a room. (In one case, it was not the veterans who took things, it was the volunteers.)
- The clothing area needs a monitor at the exit, with a checklist detailing exactly what items have been given to each veteran. Many volunteers are needed to help with the check-off list and to re-hang the clothing on the racks. Inventory control identifying hats and t-shirts is important.
- At one stand down, a congressman donated date books for the veterans so they could mark down appointments and other important dates.

Medical Examinations

- Medical personnel suggested the use of handouts as rewards for addressing medical needs, e.g., a handout given only after tuberculosis tests have been administered and read or only after the veteran has been to all of the social services stations.

Entertainment

- There should be many activities to keep the veterans (and their families) occupied. Background music would be a plus. Plenty of board games, playing cards, etc., are needed.
- Asking the Gold Star Mothers to assist in the family and children area proved to most beneficial. The “Moms” went shopping and hosted a huge birthday party for them all.

- Having board games and decks of cards gave the veterans the opportunity to socialize.

Legal Help

- One veteran had been trying to get his medical records for three years in order to get medical disability. Two congressional offices had sent caseworkers to the stand down, and they located the veteran's records and faxed them to the VA regional office. The veteran's claim was processed the following week, and he was awarded a 50 percent service-connected disability retroactive to the date the claim was filed, an award that allowed the veteran to get off the streets.
- It would be helpful to have at the stand down a public defender, a notary public, and a computer hookup for assistance in legal matters.

Emergencies

- The head of security can coordinate the emergency medical service personnel who are on site.
- Having 24 hours coverage in the medical and mental health areas was a great help.

Cleanup

- A cleanup crew must be clearly identified well before the end of the program.
- Each tent should "recruit" a cleanup crew for the area surrounding their tent and make sure trash is emptied and the area is cleaned up each day.

Follow-up

- It is important to work closely with the community shelters to determine availability of beds for the homeless after the stand down is completed.

MAKING THE MOST OF YOUR TEAMS: THE STAND DOWN COMMITTEE PROCESS ⁵

Organizing a stand down is a complex effort. It will probably bring together disparate groups and individuals, and the best way to organize the work they will be doing is by forming committees.

Some entities, such as school districts, grocery stores, or wholesale food companies, may never have dealt with either veterans or the homeless. City and federal agencies may have addressed veteran- and homeless-related issues but never worked in this kind of loose-knit democratic coalition with community residents. Members of these agencies and organizations, as well as community residents, have varying levels of sophistication and knowledge about working in large groups and on subcommittees.

It is for these reasons we have included this guide in the use of the committee process. We will look at how committees can be formed, how to run a committee meeting, and how the decision-making process works.

Committee Structure

Once you have reviewed the tasks involved in mounting a stand down, you will need to figure out what committees are necessary to address the various aspects. Your list of committees might look something like this:

Sample Stand Down Committee Structure

- I. Steering Committee
- II. Individual Committees
 1. Military Liaison
 2. Registration
 - a. Information Packets Subcommittee
 - b. Volunteer Registration Subcommittee
 - c. Counseling Services/Mental Health
 - d. Crisis Counselors Subcommittee
 3. Service Providers Committee
 - a. Alcoholics/Narcotics Anonymous Involvement Subcommittee
 - b. Community and Social Services
 - c. Veterans Benefits Subcommittee
 - d. Social Security Subcommittee
 - e. Community Service Providers Subcommittee
 - f. Chaplain Services
 3. Site Coordination and Set-up
 - a. Tents and Cots (military liaison) Subcommittee
 - b. Physical Plant (porta-potties, water, etc.) Subcommittee

- c. Communications Subcommittee
- 4. Medical Services
- 5. Security
- 6. Legal Services
- 7. Entertainment
- 8. Recreation
- 9. Tent Leadership
 - a. Training and Orientation Subcommittee
 - b. Tent Leaders Recruitment Subcommittee
- 10. Food Services
- 11. Clothing Services
- 12. Employment Services and Training
- 13. Transportation
- 14. Fund-raising
- 15. Public Relations

The Six Phases of the Committee Process

Once your committees are established, they will begin preparing for their first meetings. Committee chairs should understand the phases of the committee process, from first meeting through deciding on a course of action to accomplishing the task:

1. Presentation: An issue is brought before the appropriate committee for consideration.
2. Discussion: All relevant facts and information are discussed openly among the committee members.
3. Decision: Based on all available information, the committee makes its decision.
4. Recommendation: The committee makes its recommendation to the Steering Committee.
5. Steering Committee: The Steering Committee discusses relevant facts and information and makes a decision to accept or reject the proposal.
6. Follow-through: The committee members make sure the adopted proposals are carried out.

Can a Committee Member Be Removed?

If someone does not contribute to the work of the committee, he or she may be removed by the committee chair. If an individual's behavior on the committee is intimidating, demeaning, threatening, or offensive, or otherwise contributes to an unhealthy atmosphere, that member should be removed by the chair.

The committee chair, in consultation with others, should approach the individual privately and explain why he or she is being removed. This will minimize hurt feelings and the need for the ex-member to retaliate later to save face.

APPENDIX A:

Sample Questionnaire for Volunteers and Organizations Participating in a Stand Down

Name of Individual/Organization: _____

Address: _____

Phone Number: _____

Email Address: _____

Name of Person to Contact: _____

Would you like to be on one of the committees planning the stand down? Yes No

Will you or your agency provide direct services? Yes No

If yes, what kinds of services: _____

Can you provide volunteers to help during the stand down? Yes No

If yes, how many? _____

What types of services can you/they provide?

- | | | |
|--|---|---|
| <input type="checkbox"/> Greeting/Escorting | <input type="checkbox"/> Sign Painting | <input type="checkbox"/> Food Service |
| <input type="checkbox"/> Food Preparation | <input type="checkbox"/> Fund-raising | <input type="checkbox"/> Labor for Set-up |
| <input type="checkbox"/> Labor for Cleanup | <input type="checkbox"/> Security | <input type="checkbox"/> Driving |
| <input type="checkbox"/> Entertainment | <input type="checkbox"/> Dental Care | <input type="checkbox"/> Haircuts |
| <input type="checkbox"/> Health Care | <input type="checkbox"/> Pre-event Outreach | |
| <input type="checkbox"/> Chaplain | <input type="checkbox"/> AA/NA Meetings | |
| <input type="checkbox"/> Other Describe other: _____ | | |

Can you provide supplies or equipment for the stand down? Yes No

If yes, what kind? _____

(Many things are needed, including: storage facilities, tents, cots, porta-potties, showers, shaving gear, tables, chairs, platforms, lighting, extension cords, typewriters, clothing, clothing racks, food/drinks, dishes, silverware, cooking utensils, pots/pans, coffeepots, vans, buses, refrigerated trucks, dumpsters, trash cans, ashtrays, walkie-talkies, radios, flashlights, games, cards, sports equipment, posters, banners, and TVs.)

Can you/your organization provide cash donations? Yes No

If yes, how much? _____

APPENDIX B:

A Typical Stand Down Schedule

Friday	
1300	Registration and Orientation Screening Crisis Evaluation Special Needs Assessment Photo ID Cards Haircut Appointment Assignment to Community Group, Group Leaders, Tent Leaders
1430 – 1430	Community Group Meeting
1430 – 1700	Medical Screenings, Clothing Distribution Haircut Appointments
1500 – 1700	Showers
1530 – 1630	Alcoholics Anonymous (AA) and Narcotics Anonymous (NA) Meetings
1700 – 1830	Dinner
1900 – 2145	Entertainment
2200	Taps and Lights Out
Saturday	
0600 – 0845	Showers
0700 – 0830	Breakfast
0900 – 1200	Meetings with Service Providers
1200 – 1330	Lunch
1330 – 1700	Meetings with Service Providers
1530 – 1630	Alcoholics Anonymous (AA) and Narcotics Anonymous (NA) Meetings
1700 – 1830	Dinner
1900 – 2145	Entertainment
2200	Taps and Lights Out
Sunday	
0600 – 0845	Showers
0700 – 0830	Breakfast
0900 – 1000	Non-denominational Religious Services
1000 – 1145	Open Microphone with Stand Down Participants
1200	Closing Ceremony

APPENDIX C

Sample of Self-reported Registration Form

This registration information will be utilized in preparing an after action report on the demographics of those participating in Stand Down

Name: _____ Date of Birth _____

Sex: Male Female Transgendered

Military Status:

Army Marines Navy Air Force Coast Guard National Guard/Reserves

Dates of Service: _____

Era of Service:

WWII Korean War Vietnam Era Desert Shield/Storm OEF/OIF/OND Other

Where did you come from to attend Stand Down: _____

Level of Education:

GED High School diploma Some College College Degrees Technical School

Ethnicity of Participating Veterans:

African American Caucasian Hispanic Native American Other _____

Marital Status of Veteran Participants:

Single Married Divorced Widowed Separated

Where were you born? _____

Housing Status:

- Permanently Housed
- Without permanent shelter for less than six months
- Without permanent shelter for at least six months but less than one year
- Without permanent shelter for one year or more
- Without temporary shelter less than six months
- Without temporary shelter for six months to one year
- Without temporary shelter for one year or more
- Have temporary shelter

Employment Status:

- Unemployed less than six months Six months to one year since last employment
- Unemployed more than one year Unemployed more than two years
- Unemployed more than five years Retired or totally disabled
- Employed or partially employed

What type of work were you last employed to do? _____

Do you receive any care or treatment from the VA? Yes No

Do you receive a Service Connected Disability payment from the VA? Yes No
If "yes", what percentage? _____%? For what disability? _____

Do you receive a Non-Service Connection Pension from the VA? Yes No
For what disability? _____

Do you receive any type of Social Security payments? Yes No
If "yes", how much? \$_____

Do you have any of the legal issues listed below?

- have outstanding warrants
- incarcerated at some time
- requested court appearances.

Have you ever been physically assaulted while homeless? Yes No
If "yes", how many times? _____

Have you ever been robbed while homeless? Yes No
If "yes", how many times? _____

Are you under a court order to pay child support? Yes No

Are you behind in paying your child support: Yes No

Signature of Participant granting permission to use
the data collected for demographic reporting only.

Date

APPENDIX D

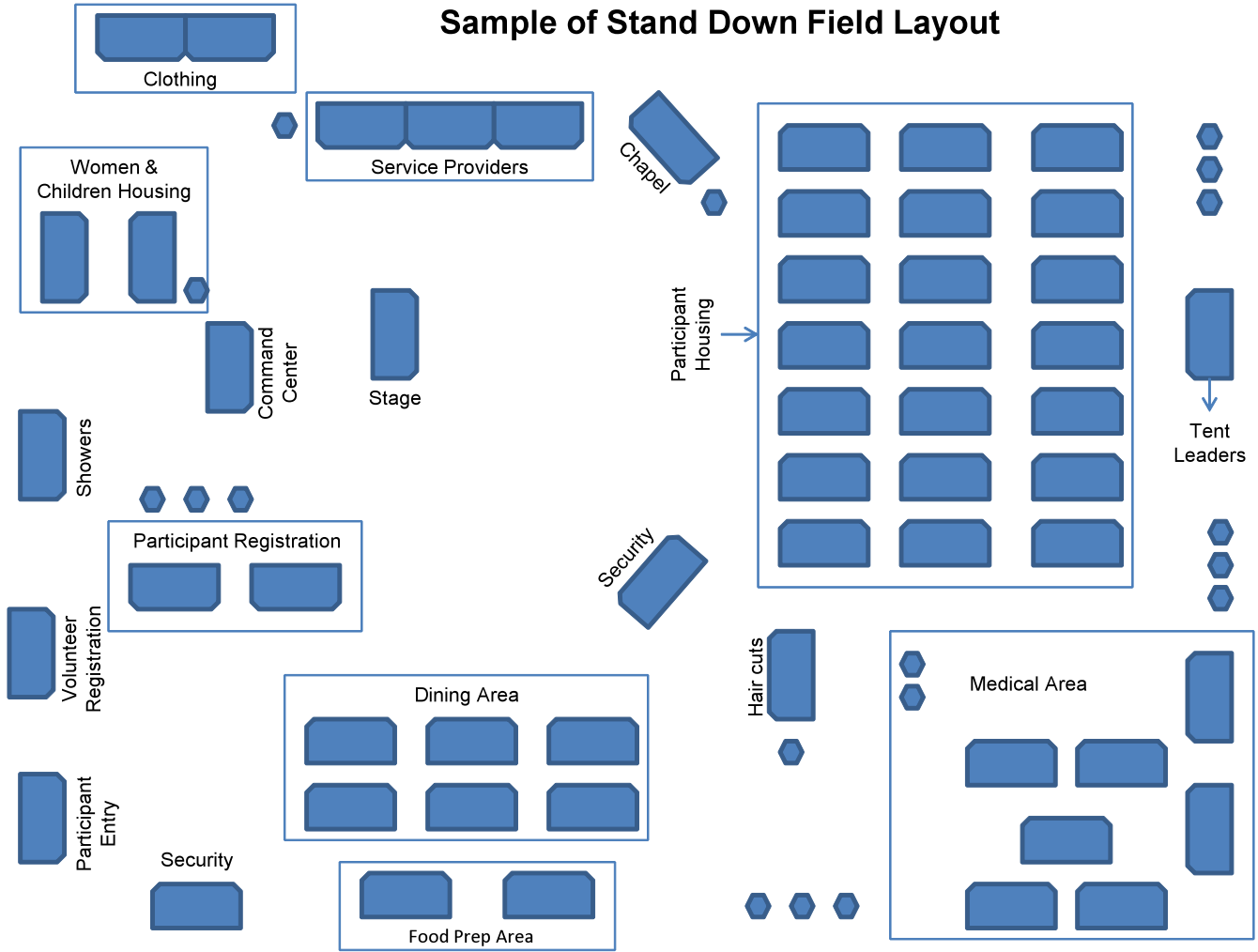
Samples of Field and Site Layouts

Included in this Appendix are two (2) sample field layouts for multiple day stand downs and one (1) for single day stand downs/veteran information fairs.

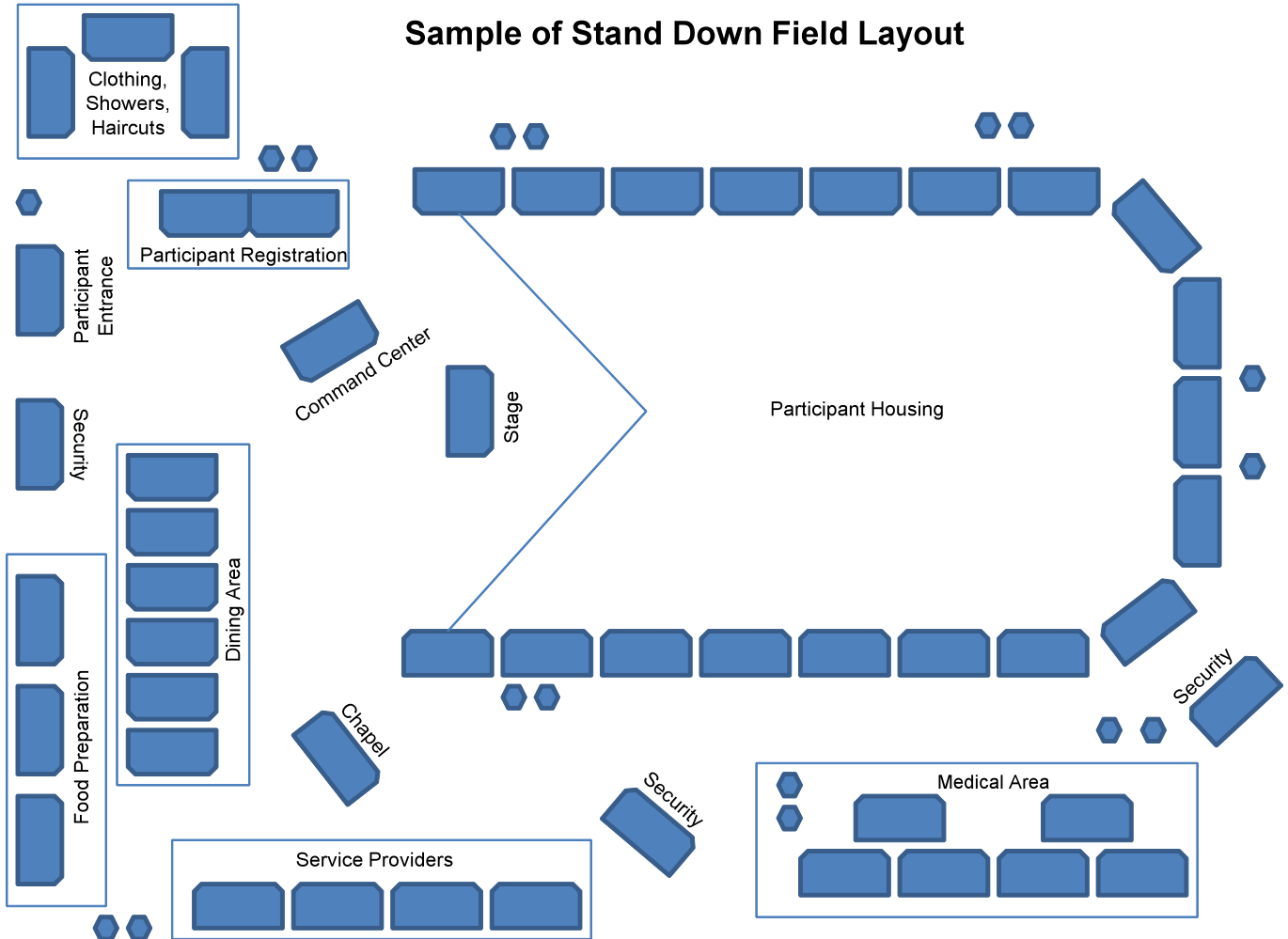
Each multiple day layout provides an overview and are merely suggestions. By using the dimensions of individual sites, the configurations can be moved around as appropriate. The important thing to remember is having the participants in one area. The area should be visible from anywhere on the field in order to allow for rapid response in the event of either a medical or security emergency.

Portable toilets should be placed throughout the area, providing easy accessibility. Security tents or stations should also be placed throughout. By having security visible, it provides the participants with a feeling of safety. It will also aid in preventing disruptions during the event.

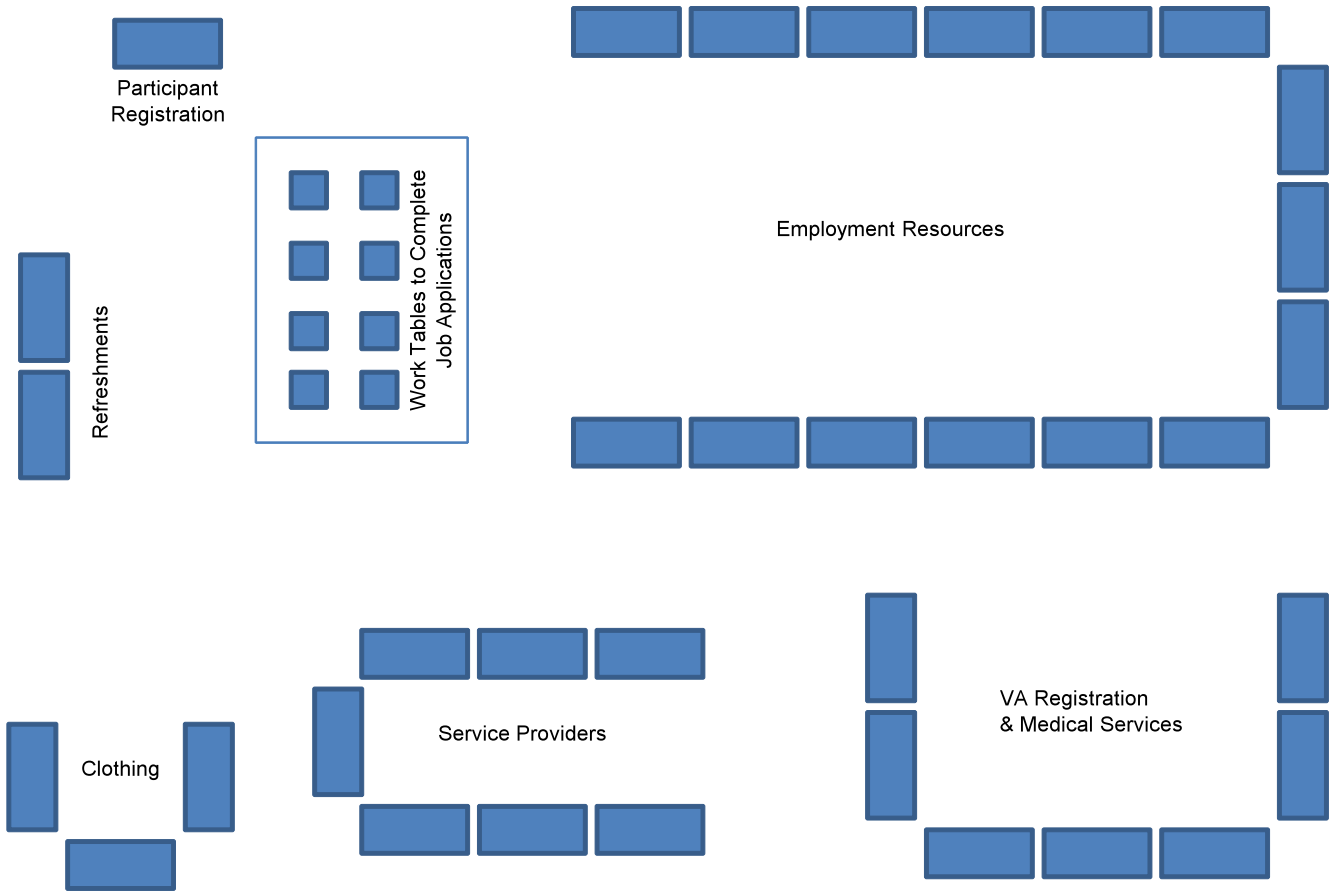
Sample of Stand Down Field Layout



Sample of Stand Down Field Layout



Sample One Day Stand Down Site Layout



BIBLIOGRAPHY

¹ National Coalition for Homeless Veterans, Washington, DC and US Department of Housing and Urban Development 2013 Annual Homeless Assessment Report

² In part, National Coalition for Homeless Veterans, Washington, DC

³ Much of the sections “How to Put on a Stand Down” and “Planning for Services” were adapted from “Taking a Stand for Homeless Veterans,” by Glenn W. Rogers and US Department of Labor and Marsha Tansey Four, RN, Executive Director, Philadelphia Stand Down (1993-1999)

⁴ Information provided by County of Middlesex Department of Human Services, Veterans Services, New Brunswick, New Jersey; Sarasota Vet Center, Sarasota, Florida; and Marsha Tansey Four, RN, Executive Director, Philadelphia Stand Down (1993-1999)

⁵ Adapted from text provided by Jim Doyle, Chairman of the Membership Affairs Committee, Vietnam Veterans of America; and from “The Stand Down Committee Process,” Vietnam Veterans of America Task Force on Homeless Veterans Clearinghouse, Washington, DC

⁶ Much of the section “Committee Structure” is based on the Heart of America 1994 Stand Down in Kansas City, Missouri, Randy Barnes, Vietnam Veterans of America, Task Force on Homeless Veterans