# SAMPLE PIT COUNT RESOURCES HANDOUT: POSTCARD SIZE

This document is formatted to produce a **sample two-sided, postcard-sized resources handout** that a Continuum of Care (CoC) could customize and print for volunteers to bring with them during the PIT count**.** For other formatted page sizes and for suggestions of what types of resources to consider including, please visit the [PIT Count Volunteer Training Toolkit](https://www.hudexchange.info/resource/5864/pit-count-volunteer-training-toolkit/) page on the HUD Exchange.

**To format and print this document for your CoC’s purposes:**

1. Delete this cover page.
2. Customize the resources listed to show what your CoC has to offer. Each box of resources listed on the first page should be identical, and each box of resources listed on the second page should be identical. Resources listed on page 1 should be different from those listed on page 2.
   1. **Content note:** All resources listed are fake and included only to show an example of what information you could choose to include.
   2. **Formatting note**: The **blocked category titles** are programmed into the document as the “Heading 2” style. By going to the “HOME” tab in Microsoft Word and clicking “Heading 2,” you can make your own unique headings to match this same style.
3. Print double-sided by selecting “print on both sides: flip pages on short edge.”
4. Consider laminating the pages before cutting them to make them more durable and weatherproof.
5. Cut the pages in quarters. Each sheet should be identical.

| **[COC OR REGION NAME] RESOURCES** LOCAL HOTLINES & GENERAL HOUSING RESOURCES **Social Services Hotline:** 2-1-1.  **Homeless Hotline (or CE Access Point):** XXX-XXX-XXXX.  **Drop-in Center:** XXX Main St., City. XXX-XXX-XXXX. Mon.-Fri. 8am-5pm. Sat. 10am-3pm. Wi-Fi, computers, & mail services.  **Shelters:**  ***Families:*** XXX S. Division St., City. XXX-XXX-XXXX.  ***Adults:*** XX N. 14th St., City. XXX-XXX-XXXX.  ***Women:*** XXXX E. Main St., City. XXX-XXX-XXXX. YOUTH RESOURCES **Youth drop-in center:** XXX Melrose St., City. Text: XXX-XXX-XXXX. 8am-7pm daily. **Walk-ins welcome.** VETERANS’ SERVICES **Vet Center:** XX W. Broad St., City. XXX-XXX-XXXX. Mon.-Fri. 8am-5pm. **Walk-ins welcome.**  **Local VSO:** XXXX N. Cherry St. XXX-XXX-XXXX. Intakes Mon. & Wed. 8-11am. | **[COC OR REGION NAME] RESOURCES** LOCAL HOTLINES & GENERAL HOUSING RESOURCES **Social Services Hotline:** 2-1-1.  **Homeless Hotline (or CE Access Point):** XXX-XXX-XXXX.  **Drop-in Center:** XXX Main St., City. XXX-XXX-XXXX. Mon.-Fri. 8am-5pm. Sat. 10am-3pm. Wi-Fi, computers, & mail services.  **Shelters:**  ***Families:*** XXX S. Division St., City. XXX-XXX-XXXX.  ***Adults:*** XX N. 14th St., City. XXX-XXX-XXXX.  ***Women:*** XXXX E. Main St., City. XXX-XXX-XXXX. YOUTH RESOURCES **Youth drop-in center:** XXX Melrose St., City. Text: XXX-XXX-XXXX. 8am-7pm daily. **Walk-ins welcome.** VETERANS’ SERVICES **Vet Center:** XX W. Broad St., City. XXX-XXX-XXXX. Mon.-Fri. 8am-5pm. **Walk-ins welcome.**  **Local VSO:** XXXX N. Cherry St. XXX-XXX-XXXX. Intakes Mon. & Wed. 8-11am. |
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