

TENDERLOIN COMMUNITY RESOURCE HUB

Partnership Logistics Form

- This form is a planning tool. Please fill this form out completely to ensure you have thought through all details. When you have completed this form, please email to 300resourcehub@glide.org.

- To remain compliant of the City and State regulations in response to COVID29, we ask that all partners adhere to the recommended health and safety practices from the SF Department of Health. Below are some examples:
 - Any partner staff or volunteer should review this [health screener](#) as provided by SFDPH before they arrive for their shift at the Resource Hub.
 - All partner staff and volunteers should wear a face covering while on-site
 - Partner organizations should have hand sanitizer and extra face coverings for their participants. GLIDE is also able to furnish supplies to partners as needed.
 - All participants should maintain 6' physical distance from one another.

- One way to decide which day may work best for your organization is to review the calendar to gauge what other services are being offered already to see if there are opportunities to collaborate and/or leverage on each other's strengths. Please visit the Tenderloin Community Resource Hub's webpage for the calendar [make 'calendar' a link to the calendar itself]

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Date Submitted: _____

ORGANIZATION INFORMATION	
Organization:	
Contact Person/Title:	
Email:	Phone:
ACTIVITY DETAILS	
Activity Start Date:	Activity Location: 300 Ellis Block
Activity Time (services can occur between 9 AM to 4 PM):	
If recurring, how frequent? <input type="radio"/> Once a week <input type="radio"/> Once a month <input type="radio"/> N/A. This is a one-time event. <input type="radio"/> Other _____	
Day of the Week:	M T W TH F

VOLUNTEER NEEDS

❖ Please confirm if you would need volunteer support while at the hub. This could be for distribution assistance, sign holders, and possible translations.

- Do you need support from the Hub to recruit volunteers for your event?
 - Yes
 - No, we will provide our own volunteers for the event.

Number of volunteers needed:

Volunteer Shifts: _____ Volunteers Needed Per Shift: _____

COMMUNITY ENGAGEMENT / SAFETY TEAM NEEDS

❖ Please confirm if you would need GLIDE's Community Safety Team or C.A.R.E Ambassador support and for what functions:

- Line Management Other (please describe): _____
- Client Engagement

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OUTREACH NEEDS

- ❖ Please confirm if you would need assistance with outreach efforts such as:
 - Flyering of event around the community
 - Posting flyer on the Hub's website and/or other shout-outs on social media
 - Outreach to notify clients and residents of the event
 - Assistance with client sign up or registration before and during the event
- ❖ Please confirm if you would need assistance with the following:
 - High Profile Attendees (e.g., elected officials, donors, key partners)
 - Expectation of media coverage

SET UP NEEDS

- ❖ C.A.R.E. Ambassadors and GLIDE can assist with set up and placement for the Hub. Please confirm if you would need assistance with set up.
 - Tent(s)
 - Chairs
 - Stanchions
 - Orange Cones
 - Waste Management Support
 - Media signs posted to inform the public that there will be photography or video
 - Other (please describe): _____

AUDIO VISUAL NEEDS

- ❖ Please confirm if you have any audio or visual needs while at the hub.
 - I need Wifi/Internet access
 - I need access to a power source
 - I would like to play music and need to know the rules pertaining to noise

FUNDING NEEDS

- Check here if you could use financial support for your Hub project. Limited funds through a grant application managed by the Tenderloin Community Benefits District may be available.