Emergency Shelter Voucher

As Part of Large-Scale Events Protocols and Procedures

Instructions: This voucher must be completed in its entirety and presented to [insert name] in order to drop off individuals for shelter. <u>The top and bottom portions should be identical.</u> Once completed, present the top portion to organization representative, and keep the bottom portion to submit to the City of Houston.

Name of Event		
Date and Time		
Referring Agency *Please check one.*	☐	
	☐	
	☐	
	☐	
Name of Staff/Volunteer Dropping off		
Phone Number of Staff/Volunteer		
Shelter Location *Please check one.*	☐	
	☐	
	☐	
Client's First Name and Last Initial *Please do not write name in entirety.*		
Client Demographic *Please check one.*	☐	Single Male
	☐	Single Female
	☐	Single Transgender
	☐	Family

Fold and Cut Here

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Fold and Cut Here

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Date and Time		
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	☐	
	☐	
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