

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. The top and bottom portions should be identical. 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 <i>Please check one.</i>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Name of Staff/Volunteer Dropping off	
Phone Number of Staff/Volunteer	
Shelter Location <i>Please check one.</i>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Client's First Name and Last Initial <i>Please do not write name in entirety.</i>	
Client Demographic <i>Please check one.</i>	<input type="checkbox"/> Single Male <input type="checkbox"/> Single Female <input type="checkbox"/> Single Transgender <input type="checkbox"/> Family

Fold and Cut Here

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