

## Shelter Client Sign-in Form Instructions

Shelter clients sign in at the reception table when they enter the shelter and sign out when they exit. This form is stored in a secured location when not in use. This job tool should be used in conjunction with the following doctrine:

- ☐ Sheltering Standards and Procedures
- ☐ Job Tool: Operating a Shelter

### **Follow the steps below when using this form:**

1. Enter the first date the form was used.
2. Consult with the shelter manager, if necessary, to identify the “DR Number” and the “Shelter Name/Location.”
3. Instruct shelter clients to complete the columns as follows:
  - a. Enter the date of sign-in.
  - b. Enter the shelter client’s name.
  - c. Enter the time the shelter client entered.
  - d. If the shelter client is entering and exiting the shelter multiple times throughout the same day, use the returning box. Otherwise, check “new.”
  - e. Enter the time the shelter client exited the shelter.
  - f. Indicate if this is a temporary exit, meaning the shelter client intends to return to the shelter, or a final exit from the shelter.
  - g. Enter current contact information where the shelter client can be reached (e.g. cell phone number).
  - h. Enter any notes that need to be documented.
4. Enter the page number and total number of pages at the bottom of each page. Use as many pages as needed.

# Shelter Client Sign-in

Date: \_\_\_\_\_ Incident/DR#: \_\_\_\_\_ Shelter Name/Location: \_\_\_\_\_

Date	Name	Time In	New or Returning	Time Out	Temporary or Final Exit	Contact Information	Notes
			<input type="checkbox"/> New <input type="checkbox"/> Returning		<input type="checkbox"/> Temporary <input type="checkbox"/> Final		
			<input type="checkbox"/> New <input type="checkbox"/> Returning		<input type="checkbox"/> Temporary <input type="checkbox"/> Final		
			<input type="checkbox"/> New <input type="checkbox"/> Returning		<input type="checkbox"/> Temporary <input type="checkbox"/> Final		
			<input type="checkbox"/> New <input type="checkbox"/> Returning		<input type="checkbox"/> Temporary <input type="checkbox"/> Final		
			<input type="checkbox"/> New <input type="checkbox"/> Returning		<input type="checkbox"/> Temporary <input type="checkbox"/> Final		
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			<input type="checkbox"/> New <input type="checkbox"/> Returning		<input type="checkbox"/> Temporary <input type="checkbox"/> Final		
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			<input type="checkbox"/> New <input type="checkbox"/> Returning		<input type="checkbox"/> Temporary <input type="checkbox"/> Final		
			<input type="checkbox"/> New <input type="checkbox"/> Returning		<input type="checkbox"/> Temporary <input type="checkbox"/> Final		
			<input type="checkbox"/> New <input type="checkbox"/> Returning		<input type="checkbox"/> Temporary <input type="checkbox"/> Final		
			<input type="checkbox"/> New <input type="checkbox"/> Returning		<input type="checkbox"/> Temporary <input type="checkbox"/> Final		
			<input type="checkbox"/> New <input type="checkbox"/> Returning		<input type="checkbox"/> Temporary <input type="checkbox"/> Final		
			<input type="checkbox"/> New <input type="checkbox"/> Returning		<input type="checkbox"/> Temporary <input type="checkbox"/> Final		

If the shelter client is entering and exiting the shelter multiple times throughout the same day, use the returning box. Otherwise, check new.

Enter the shelter client's current contact information.

If the shelter client is exiting the shelter with the intention to return, check the temporary box. Otherwise, check final.

## Shelter Client Sign-in

Date: \_\_\_\_\_ Incident/DR#: \_\_\_\_\_ Shelter Name/Location: \_\_\_\_\_

Date	Name	Time In	New or Returning	Time Out	Temporary or Final Exit	Contact Information	Notes
			<input type="checkbox"/> New <input type="checkbox"/> Returning		<input type="checkbox"/> Temporary <input type="checkbox"/> Final		
			<input type="checkbox"/> New <input type="checkbox"/> Returning		<input type="checkbox"/> Temporary <input type="checkbox"/> Final		
			<input type="checkbox"/> New <input type="checkbox"/> Returning		<input type="checkbox"/> Temporary <input type="checkbox"/> Final		
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