



National Day of Remembrance for the Homeless

Service & Resource Provider Table Registration

December 21 • 10:00 AM – 2:00 PM • Casa Grande, Arizona



Thank you for joining us. Your presence at this event is a direct service to our unhoused neighbors. Please complete this form so we can prepare your table assignment, coordinate setup, and ensure a smooth experience for you and the guests you will be serving.

Submit completed forms to Angela Lies by December 7, 2025.

angela.lies@a-servants-hands.org • 520-213-5431

SECTION 1: ORGANIZATION INFORMATION

Organization / Agency Name

Primary Contact Name

Title / Role

Phone Number

Email Address

Mailing Address (Street, City, State, ZIP)

Website (if applicable)

Social Media Handle(s) (if applicable)

SECTION 2: SERVICES YOU WILL PROVIDE AT THE EVENT

Please check all that apply to your organization's table:

- | | |
|---|--|
| ☐ Emergency / transitional housing | ☐ AHCCCS / Medicaid enrollment |
| ☐ Permanent supportive housing | ☐ SNAP / food stamp enrollment |
| ☐ Section 8 / HUD voucher enrollment | ☐ Social Security / SSI / SSDI assistance |
| ☐ Rapid rehousing assistance | ☐ ID recovery / vital documents |
| ☐ Shelter placement | ☐ Employment / job training |
| ☐ Mental health services / counseling | ☐ Legal aid / advocacy |
| ☐ Substance use recovery resources | ☐ Transportation assistance |
| ☐ Health screenings / medical services | ☐ Food / meal distribution |
| ☐ Dental / vision resources | ☐ Hygiene supplies / clothing |

☐ Veterans' services

☐ Other (describe below)

Other services / brief description of what you will offer at your table

SECTION 3: TABLE SETUP & NEEDS

Tables and chairs are provided at no cost. Please indicate any additional needs:

Number of staff / volunteers attending:

Number of tables needed:

Additional needs (check all that apply):

- ☐ Electricity / power outlet
- ☐ Extra chairs (beyond 2 standard)
- ☐ Privacy screen or partition
- ☐ Canopy / shade (outdoor)
- ☐ ADA accessible placement
- ☐ Interpreter / language support needed

Special setup instructions or accessibility requirements

Will you be able to begin enrollment or intake processes on-site that day?

☐ Yes ☐ No ☐ Possibly — describe below

If yes or possibly, please describe what you can offer on-site

SECTION 4: ARRIVAL & LOGISTICS

Setup begins at 8:30 AM. All providers should be set up and ready by 9:45 AM. The event opens to the public at 10:00 AM and closes at 2:00 PM. Breakdown begins at 2:00 PM.

Estimated arrival time

Estimated departure time

Vehicle description *(for parking coordination — type, color, license plate if known)*

Will you need assistance unloading materials?

☐ Yes

☐ No

|

SECTION 5: MATERIALS & GIVEAWAYS

Will you be bringing printed materials, giveaway items, or supplies to distribute?

☐ Yes | ☐ No |

If yes, please describe what you will bring

SECTION 6: HOUSING PLACEMENT (HOUSING PROVIDERS ONLY)

One of our primary goals is for someone to leave this event with a path to housing. If your organization provides housing services, please answer the following:

Will you be able to accept and begin processing housing applications on December 21st?

☐ Yes | ☐ No | ☐ We can follow up same day / next day

What type of housing or program do you have available? (approximate units / slots if known)

What are the eligibility requirements for your program?

SECTION 7: AGREEMENTS & CONFIRMATION

By submitting this form, your organization agrees to the following:

- ☐ We will arrive by 9:45 AM and remain for the full event (10:00 AM – 2:00 PM) or notify Angela Lies in advance of any changes.
- ☐ We will treat all event guests with dignity, respect, and without judgment, consistent with the spirit of this event.
- ☐ We understand that this event serves a vulnerable population and will conduct ourselves and our services accordingly.
- ☐ We will not conduct any political campaigning, proselytizing, or activities outside the scope of direct service at our table.
- ☐ We give permission for Faithful Footsteps Street Outreach and A Servant's Hands to list our organization as a participating provider in event materials and social media.
- ☐ We will notify Angela Lies immediately if we need to cancel or reduce our participation: 520-213-5431 or angela.lies@a-servants-hands.org

Authorized Representative Name (print)	Title
Signature	Date

Remember the lost. Serve the living. House the homeless.

Faithful Footsteps Street Outreach • A Servant's Hands • 501(c)3 • EIN 88-4033421 • AZ Qualified Charitable Org #22806
Questions? Angela Lies • 520-213-5431 • angela.lies@a-servants-hands.org