

Complete Count Committee Work Plan (Example Template)

Chair(s) _____

	Name/Org	Name/Org
Members:	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____

Kick off Meeting Date: _____

Meeting Frequency

Education Phase

Spring/Summer 2018 through Fall 2019 How Often _____ Day _____ Time _____
(i.e., Quarterly, Wednesday, 9:00-11:00) Location _____

Awareness Phase

Late 2019 through April 2020 How Often _____ Day _____ Time _____
(i.e., Bi-monthly, Wednesday, 9:00-11:00) Location _____

Motivation Phase

March 2020 through May 2020 How Often _____ Day _____ Time _____
(i.e., weekly, Wednesday, 9:00-11:00) Location _____

Note taker at meetings _____

Hard to Count Areas/Key Outreach Needs:

Existing Communication channels, Events (with dates), etc. that could be used:

Funds needed (for what and how much)

CCC Timeline of Major Activities

(At an initial/early meeting development of your own timeline with local events and opportunities built in can be very useful and will help determine when advance planning needs to take place)

Miscellaneous Action Items with Assigned Responsibilities

(Have a resolution/proclamation, secure trusted voices, obtain endorsements, etc.)

Thank you Efforts (Timing and Who):

ROAM ACTIVITY SHEET
(www.census.gov/ROAM)

From logging into the ROAM complete the following:

1. Select a geography for your area (like your city)
2. Select what appears to be a hard to count Census tract/neighborhood in that area.
3. Write below 3 key identifying variables (data) you see:

Low Response Score (LRS) _____

Key Variable _____

Key Variable _____

Key Variable _____

After identifying these key variables, what strategies, organizations, people/trusted voices, funders, etc. might you might add to your CCC workplan?

Strategies:

Organizations:

People/Trusted Voices:

Funders (monetary or in-kind):

Other:

What Do you Know About Your Community - Activity

Question 1: What are the demographics of your community? (Demographics include education, income, age, gender, etc.)

Question 2: How do these demographics present a challenge to successful census?

Question 3: What are the type of areas and/or populations are there in there in your community that may be a challenge to get them to participate in the census? (These may be pockets or new immigrants, renters, etc. as previously discussed.)

Question 4: How can the CCC assist the Census Bureau in getting a complete and accurate count in low response areas and/or populations in your community?