**February 1, 2018**

**Complete Count Committee Work Plan (Example Template)**

**Chair(s)**

**Members:**

Name/Org **Name/Org**

**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)**](http://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?

