



U.S. Census Bureau

- About This Training
 - ❖ This manual is used to help state and local governments and community members form and manage effective CCCs
- Training Materials
 - ❖ Complete Count Committee Guide
 - ❖ Complete Count Committee Training Manual



Census 2010

Give your community a hand in getting its share of more than **\$400** billion in Federal funds annually!





U.S. Census Bureau

THE WHY, WHAT, WHEN, AND HOW OF THE CENSUS

Why Do We Take the Census?

- ❖ U.S. Constitution, Article 1, Section 2 mandates an apportionment of representatives among the states for the House of Representatives every 10 years
- ❖ By law, the U.S. Census Bureau must deliver a report of population counts to the President of the United States within 9 months of Census Day (on or before December 31, 2010)

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THE WHY, WHAT, WHEN, AND HOW OF THE CENSUS

2010 Census vs Census 2000

- ◆ 2010 Census is the first census of the 21st Century and represents a change from prior decennial censuses. The changes include:
 - ◆ Enhanced Master Address File to modernize census address information
 - ◆ A "short form" only census
 - ◆ Can be completed in 10 minutes
 - ◆ More detailed socioeconomic information is available in ACS
 - ◆ Use of a hand-held computer, a technological innovation using a global positioning system for Address Canvassing

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THE WHY, WHAT, WHEN, AND HOW OF THE CENSUS

Many Uses of Census Data

- ◆ Some examples include:
 - ◆ Distribution of more than 1400 billion annually in federal funds
 - ◆ Redistricting of state legislative districts
 - ◆ Forecasting of future transportation needs
 - ◆ Determining areas eligible for housing assistance and other programs
 - ◆ Assisting federal, tribal, state and local governments in planning and implementing programs and services for:
 - ◆ Education
 - ◆ Healthcare
 - ◆ Transportation
 - ◆ Social Services
 - ◆ Emergency response
 - ◆ Designing facilities for people with disabilities, the elderly and children

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THE WHY, WHAT, WHEN, AND HOW OF THE CENSUS

The Census is Confidential and Required by Law

- ◆ All responses provided on the 2010 Census questionnaire or to a Census Bureau employee are confidential and protected under Title 13 of the U.S. Code
- ◆ No individual or agency can have access to any information that will tie the respondent to his or her responses
- ◆ Results from the census are reported in statistical format only
- ◆ Records are confidential for 72 years by law (Title 13, U.S. Code)
- ◆ Employees have lifetime-sworn status
- ◆ Penalty for wrongful disclosure is up to 5 years imprisonment and/or a fine of \$250,000

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 **UNDERSTANDING THE, WHAT, WHY, AND HOW**

What is a CCC?

- ❖ A Complete Count Committee (CCC) is a volunteer committee established by tribal, state and local governments, and community leaders or organizations to increase awareness and motivate residents to respond to the 2010 Census
- ❖ CCCs are local "census ambassador" groups that play an integral part in the 2010 Census

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 **UNDERSTANDING THE, WHAT, WHY, AND HOW**

Type I: Government CCC

- ❖ A committee of community members appointed by the highest elected officials of a tribal, state, county or local government for the purpose of developing and implementing a census awareness campaign that motivates every resident to complete the census questionnaire thoroughly and return it in a timely manner

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 **UNDERSTANDING THE, WHAT, WHY, AND HOW**

Type II: Community CCC

- ❖ A team of community leaders and/or organizations brought together to design an outreach plan for hard-to-count areas or populations in their community
- ❖ Their focus is to encourage individuals in their community to complete and mail back their questionnaire

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UNDERSTANDING THE, WHAT, WHY, AND HOW

Recommendations for Successful CCCs

- ❖ Customize and design the CCC to reflect a true snapshot of the community
- ❖ Use technology effectively – communicate with CCC members through the internet
- ❖ Be inclusive in selecting members
- ❖ Choose a CCC Chairman who is committed, knowledgeable and active in the community
- ❖ Select Subcommittee Chairpersons who are purpose-driven, results-oriented, and possess skills to get things done
- ❖ Incorporate a census awareness-building element in all existing community festivals and activities scheduled
- ❖ Recruit experienced members to motivate and support new members

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ORGANIZING COMPLETE COUNT COMMITTEES

CCC Structure

- ❖ Government CCCs should include members with experience in the following areas:
 - ❖ Government
 - ❖ Workforce development
 - ❖ Faith-based community
 - ❖ Education
 - ❖ Media
 - ❖ Community organizations
 - ❖ Business

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Chapter 3: Organizing Complete Count Committees

State Government CCCs

- ❖ Consist of influential community leaders who are charged with developing an awareness campaign that:
 - ❖ Encourages municipal governments to form CCCs
 - ❖ Raises awareness of the census throughout the state
 - ❖ Motivates every household in the state to participate in the census by completing the questionnaire thoroughly and returning it in a timely manner
 - ❖ Increases the state's mail-response rate
 - ❖ <http://www.census.gov/dmd/www/response/2000response.html>

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Chapter 3: Organizing Complete Count Committees

- **Local Government CCCs**
 - ❖ Local Government CCCs are formed by the highest elected official in a local government, regardless of size. This includes:
 - ❖ Local governments in cities, counties, towns and villages
 - ❖ Charged with developing and implementing a census awareness campaign that motivates EVERY resident in EVERY household to respond to the 2010 Census in a timely manner

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Chapter 3: Organizing Complete Count Committees

- **Community CCCs**
 - ❖ Formed in specific hard-to-count communities where mail response rate has been historically low
 - ❖ Includes representation from the following areas of the community:
 - ❖ Business leaders
 - ❖ Educators
 - ❖ Media representatives
 - ❖ Faith-based organization leaders
 - ❖ Community-based organization leaders

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ORGANIZING COMPLETE COUNT COMMITTEES

Key Points About the CCC Structure

- ❖ CCCs should be all-inclusive, addressing the various racial, ethnic, cultural and geographic considerations of the community
- ❖ Census Bureau staff serve as liaisons and information resources for CCC
- ❖ CCC operations are governed by the highest elected official or community leader

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Chapter 3: Organizing Complete Count Committees

- Recommended Subcommittee Structure
 - ❖ The Census Bureau recommends subcommittees focus on:
 - ❖ Government
 - ❖ Education
 - ❖ Faith-based community
 - ❖ Media
 - ❖ Community-based organizations
 - ❖ Business
 - ❖ Recruiting

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Chapter 3: Organizing Complete Count Committees

- Government Subcommittee – Focus
 - ❖ Represents local government in all programs between the Census Bureau and the local government, such as new construction programs and others
 - ❖ Ensures that elected officials are aware of and are included in all CCC activities

Government Subcommittee – Composition

- ❖ Elected officials, city planners, demographers, cartographers and municipal employees

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- Education Subcommittee – Focus
 - ❖ Creates, facilitates, and coordinates census awareness activities among various educational levels
 - ❖ Ensures the wide distribution and awareness of the Census in Schools program and materials
 - ❖ Works with area colleges and universities to raise awareness of the census among students housed on and off campus
 - ❖ Raises awareness through adult education and English Language Learner programs

Education Subcommittee – Composition

- ❖ Educational leaders, superintendents, principals, school district administrators, charter school administrators, teachers, students, and university housing coordinators

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- **Faith-based Subcommittee – Focus**
 - ❖ Facilitates and coordinates census awareness activities between faith-based institutions and organizations, ministerial alliances and forums, and ecumenical councils across racial, cultural and ethnic divisions

Faith-based Subcommittee – Composition

- ❖ Faith-based leaders from denominations representing the community, ministerial alliances, ecumenical councils and seminary administrators

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- **Media Subcommittee – Focus**
 - ❖ Assist the CCC in communicating census message to ALL residents
 - ❖ Facilitates communication of CCC messages through multiple channels, such as ethnic media, local newsletters, electronic bulletin boards and local Websites

Media Subcommittee – Composition

- ❖ Local media representatives, communication directors, publishers and editors of neighborhood newspapers, and ethnic media representatives

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- **Community-based Subcommittee – Focus**
 - ❖ Coordinates the building of coalitions with community organizations that serve the special needs of various racial, ethnic, cultural, civic, fraternal and advocacy groups, immigrants, and people with disabilities

Community Subcommittee – Composition

- ❖ Executive directors from community organizations, Community Development Block Grant (CDBG) directors, leaders of fraternities and sororities, membership and non-membership organizations and advocacy groups

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Chapter 3: Organizing Complete Count Committees

- **Business Subcommittee – Focus**
 - ❖ Coordinates and generates census awareness activities that involve businesses of all types and sizes

Business Subcommittee – Composition

- ❖ Chambers of Commerce, business alliances, neighborhood business associations, franchise owners and operators, financial institution officers, owners of small community and ethnic businesses, and utility company managers

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Chapter 3: Organizing Complete Count Committees

- **Recruitment Subcommittee – Focus**
 - ❖ Distributes recruiting materials received from Partnership Specialists and assists them in securing donations for space to test and train employees
 - ❖ Publicizes Census Bureau job opening using all available resources, including local festivals and job fairs

Recruitment Subcommittee – Composition

- ❖ Employment security staff and staff from job training agencies

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Chapter 4: Suggested Schedule for Complete Count Committees

- **Action Steps for the 2010 Census – Education Phase**
 - ❖ Period from 2008 - September 2009, and is often referred to as the "raising census awareness" phase
 - ❖ CCC Chairpersons and Subcommittee Chairpersons work to ensure their respective members understand the mission of the CCC
 - ❖ Message to each member is the census is a civic activity that affects people of all ages, races, cultures and ethnicities, regardless of citizenship status

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Chapter 4: Suggested Schedule for Complete Count Committees

- Action Steps for the 2010 Census – Promotion Phase
 - ❖ Period from April 2009 – January 2010, and officially starts on April 1, 2009, a year out from Census Day
 - ❖ Local governments and community leaders throughout the nation participate in activities highlighting the message that the 2010 Census is imminent and that it is easy, important and safe to participate
 - ❖ Theme of this phase is “The 2010 Census is Coming”

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Chapter 4: Suggested Schedule for Complete Count Committees

- Action Steps for the 2010 Census – Motivation/Action Phase
 - ❖ Period from February 2010, intensifies in March 2010, and reaches its peak in April 2010. It is constant between May 2010 and June 2010
 - ❖ February 2010
 - ❖ Focus is to motivate each household to take ownership of the census
 - ❖ Make a conscious decision to participate
 - ❖ Know where to go for assistance in filling out the questionnaire

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Chapter 4: Suggested Schedule for Complete Count Committees

- Action Steps for the 2010 Census – Motivation/Action Phase
 - ❖ March 2010
 - ❖ Theme this month is “Countdown to Census Day”
 - ❖ Focus is to increase the number of activities aimed at promoting the message:
 - ❖ “The 2010 Census is easy, important, and safe. When the questionnaire arrives, fill it out accurately and return it immediately.”

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Chapter 4: Suggested Schedule for Complete Count Committees

- **CENSUS DAY IS HERE!**
 - ❖ **April 2010**
 - ❖ April 1, 2010 is Census Day! The message is clear: "Fill it out and mail it back, now!"
 - ❖ **Objective**
 - ❖ Increase the mail-response rate and reduce the number of households that do not return their questionnaires
 - ❖ **May 2010**
 - ❖ The message to the community is "Cooperate with census takers."
 - ❖ As the census operation winds down, special thank-you sessions for the work of CCCs will be held throughout the nation.

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Chapter 4: Suggested Schedule for Complete Count Committees

- **Action Steps for the 2009 – January 2010**
 - ❖ Conduct CCC training for members
 - ❖ Develop a work plan for promoting the census and motivating participation in your community
 - ❖ Hold regular meetings to report on tasks, other activities, including subcommittee reports
 - ❖ Proceed with census awareness-building activities generated by the committee or subcommittees
 - ❖ Evaluate the effectiveness of CCC activities
 - ❖ Saturate the community with at least one census awareness-building activity each month

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Chapter 4: Suggested Schedule for Complete Count Committees

- **Action Steps for January 2010**
 - ❖ Hold regular CCC and subcommittee meetings
 - ❖ Finalize plans for activities surrounding questionnaire delivery and Census Day activities
 - ❖ Review task lists and subcommittee plans
 - ❖ Proceed with 2010 Census activities
 - ❖ Finalize plans for activities to encourage residents to complete and return the census questionnaire
 - ❖ Develop and finalize plans for motivating residents who do not return their questionnaire, cooperate with census takers during non-response follow-up

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Chapter 4: Suggested Schedule for Complete Count Committees

- Action Steps for February 2010 through May 2010
 - ❖ Hold regular CCC and subcommittee meetings
 - ❖ Review and modify plans to promote questionnaire delivery and Census Day activities
 - ❖ Finalize plans for all activities scheduled for March and April
 - ❖ Provide Census Bureau staff the locations of Be Counted (BC) sites and Questionnaire Assistance Centers (QAC) and publicize their locations and hours of operation

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Chapter 4: Suggested Schedule for Complete Count Committees

- Action Steps for February 2010 through May 2010
 - ❖ Review and implement activities leading up to Census Day
 - ❖ Send a news release highlighting the 2010 Census activity schedule
 - ❖ Encourage residents to complete their questionnaire accurately and return it immediately
 - ❖ Implement Census Day activities

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Chapter 4: Suggested Schedule for Complete Count Committees

- Action Steps for February 2010 through May 2010
 - ❖ Review outreach activities to ensure CCC is using the right activities in the right place. Make changes as needed.
 - ❖ Prepare to implement activities for residents who do not return their questionnaire
 - ❖ Census Bureau will provide response rate numbers starting in April. Response rates may be used to determine where more outreach is needed

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Chapter 4: Suggested Schedule for Complete Count Committees

- Action Steps for May through July 2010
 - ❖ Use all resources to encourage residents to cooperate with census takers
 - ❖ Continue to meet, give and receive 2010 Census progress reports
 - ❖ Prepare a summary report of CCC activities and member feedback
 - ❖ Share this report with Census Bureau staff
 - ❖ Celebrate the success of the 2010 Census and recognize the efforts of the CCC members
 - ❖ Thank your community for their support and response

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Chapter 5: Planning Your Work and Working Your Plan

- Components of Work Plan
 - ❖ Overview
 - ❖ Summary of the goals and objectives of the CCC and description of the community
 - ❖ Committee Structure
 - ❖ Identify the name of the CCC
 - ❖ Describe the structure of the committee
 - ❖ Develop strategies for reaching their objectives
 - ❖ Timeline
 - ❖ Develop broad timetable of events and activities with dates

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Chapter 5: Planning Your Work and Working Your Plan

- Components of Work Plan
 - ❖ Reporting
 - ❖ Include a report of subcommittee activities to the CCC
 - ❖ Modify future activities as needed based on feedback
 - ❖ Thank you
 - ❖ Include strategies for thanking committee members, the community and others who provide support
 - ❖ Final Report
 - ❖ Prepare a final evaluation of CCC activities and successes to help the Census Bureau guide future committees

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Chapter 5: Planning Your Work and Working Your Plan

- **Effective CCC Activities**
 - ❖ Public Service Announcement (PSAs)
 - ❖ Advertising campaign
 - ❖ Banner, posters, billboards & advertising on benches
 - ❖ Print materials
 - ❖ Faith-based activities
 - ❖ Translation of materials
 - ❖ Local media coverage

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Chapter 5: Planning Your Work and Working Your Plan

- **Identifying Hard-to-Count Areas and Populations**
 - ❖ CCC work plan should utilize the local knowledge of members and data of the makeup of the community
 - ❖ Planning Database tool can provide data to help the CCC look closely at the community, and identify specific problem areas

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Chapter 5: Planning Your Work and Working Your Plan

- **Planning Database can help you:**
 - ❖ Identify hard-to-count areas
 - ❖ Identify areas with potentially low mail-return rates in 2010
 - ❖ Identify potential sites for QACs and BC locations
 - ❖ Identify areas where special outreach and promotion efforts should be considered

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Chapter 6: 2010 Census Integrated Communications Campaign

- On the Road to 2010
 - ❖ **Overview – Integrated Communication Campaign features:**
 - ❖ Advertising, events, public relations and partnership activities
 - ❖ **Objective**
 - ❖ To surround every household in the country with credible and memorable messages
 - ❖ **Public relations will enhance and support paid media and partnership channels to provide a surround sound effect that reaches residents with 2010 Census messages**

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Chapter 6: 2010 Census Integrated Communications Campaign

- On the Road to 2010
 - ❖ **Additional Resources**
 - ❖ Promotional outreach materials are available in up to 28 languages
 - ❖ “Partner with us” is a new online destination on 2010census.gov/partners
 - ❖ Materials are customizable
 - ❖ Others are turnkey and can be dropped right into a newsletter or posted on a partner’s Web site

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Chapter 6: 2010 Census Integrated Communications Campaign

General Operational Timeline

Key Dates of the 2010 Census operational timeline include:

Early Local Census Offices open	Late 2008
Address Canvassing conducted	Spring 2009
Local Census Offices open	Fall 2009
United States Postal Service delivers initial 2010 Census questionnaire	March 2010
CENSUS DAY	APRIL 1, 2010
Non response Follow-up Operation	April-July 2010
Census Bureau delivers apportionment counts to the President of the United States	December 31, 2010
Redistricting counts are delivered to states	February 2011 – March 2011

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Frequently Asked Questions

When will the forms be delivered?

The form package, which will consist of the initial form, a cover letter and a return envelop, will be delivered between March 15 and March 17, 2010, in areas where the United States Postal Service delivers the census forms for the Census Bureau. Census Bureau workers will deliver forms between March 1 and April 31, 2010, in all other areas.

What should I do after I get the form?

The head of household should complete the form, in blue or black ink, on behalf of every person living in the residence on April 1, 2010. Then mail it back in the enclosed, postage-paid envelope as soon as possible.

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Frequently Asked Questions

What questions are asked on the 2010 Census form?

- Four general questions are asked about the household:
 - If the housing unit is owned or rented
 - Telephone number
 - How many people live in the residence
 - If any additional people who lived at the residence on April 1, 2010, were not included
- And for each household member, we ask:
 - Name, sex, age and date of birth
 - Relationship to the person who owns or rents this residence
 - Whether the person is of Hispanic origin
 - Race
 - If this person sometimes lives or stays elsewhere

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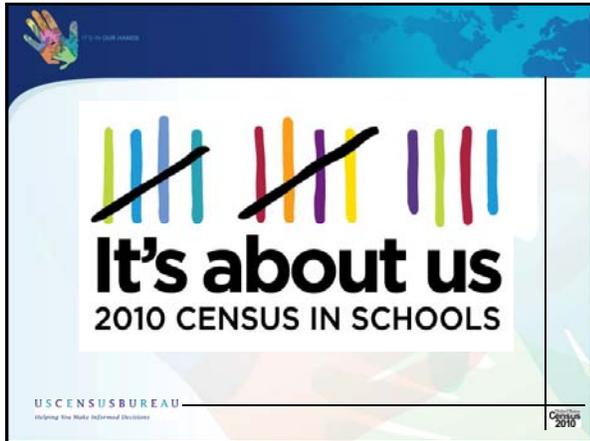
Census 2010

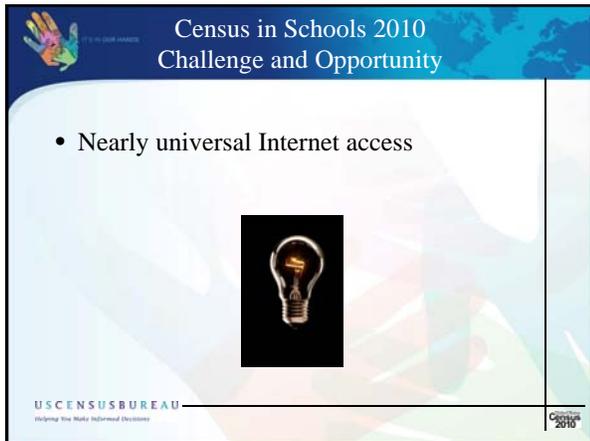
"Its In Our Hands"

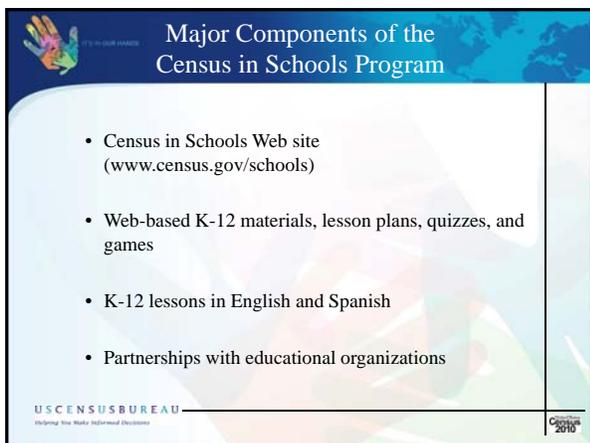
Census in Schools
Gina Sawyer, Partnership Specialist

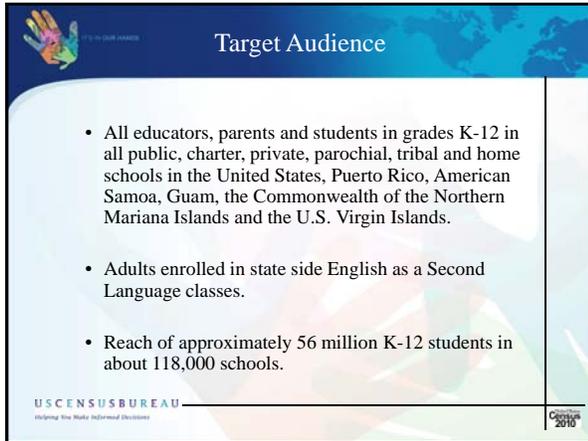
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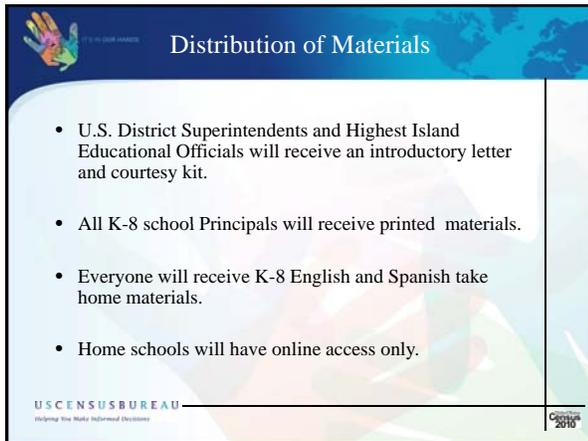


Target Audience

- All educators, parents and students in grades K-12 in all public, charter, private, parochial, tribal and home schools in the United States, Puerto Rico, American Samoa, Guam, the Commonwealth of the Northern Mariana Islands and the U.S. Virgin Islands.
- Adults enrolled in state side English as a Second Language classes.
- Reach of approximately 56 million K-12 students in about 118,000 schools.

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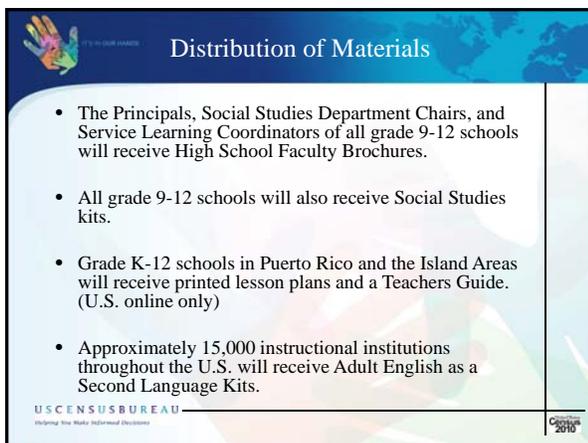


Distribution of Materials

- U.S. District Superintendents and Highest Island Educational Officials will receive an introductory letter and courtesy kit.
- All K-8 school Principals will receive printed materials.
- Everyone will receive K-8 English and Spanish take home materials.
- Home schools will have online access only.

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Distribution of Materials

- The Principals, Social Studies Department Chairs, and Service Learning Coordinators of all grade 9-12 schools will receive High School Faculty Brochures.
- All grade 9-12 schools will also receive Social Studies kits.
- Grade K-12 schools in Puerto Rico and the Island Areas will receive printed lesson plans and a Teachers Guide. (U.S. online only)
- Approximately 15,000 instructional institutions throughout the U.S. will receive Adult English as a Second Language Kits.

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Census in Schools Time Frame

Summer 2008 through Spring 2009

- Established partnerships with educators.
- Informed educators of Census in Schools plans and ideas.

April 2009

- Launch Census in Schools web site at: www.census.gov/schools

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Census in Schools Time Frame

Winter 2008 through Spring 2009

- Prepared program materials.

August 2009

- Census in Schools Program is implemented in the schools.

Any week between February and April 2010

- Teach Census week.

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Census in Schools Home Page

Census in Schools

Population Clocks
U.S. 308,207,229
March 12, 2010
World 6.742,163,183
March 12, 2010

State Facts for Students

History & Pop Culture

It's about us

The 2010 Census -- a count of everyone living in the United States -- is fast approaching! Census questionnaires will be mailed or delivered to every household in the United States in March 2010.

We are working on lesson plans, maps, teaching guides, and other informational materials to help teachers and students learn about the importance of the Census.

Visit often to keep up with the latest information and materials available from Census Schools and the 2010 Census.

For Teachers
Teachers, find many resources, content rich, standards-based lesson plans, and teaching aids. Access free products including our monthly newsletter, maps, and historical data.
[Go to teachers page](#)

Content for Kids
Coloring pages, activities, word books, and more! Students in grades K-5 have fun learning about the Census Bureau.
[Go to kids page](#)

Answer the Census
Take a quiz to test your census knowledge or learn facts about how going to college can affect your future. Students in grades 6-12 learn about the importance of census data and how it affects your world.
[Go to teens page](#)

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The Census in Schools
Sports Collaborative Program

It's about us
2010 CENSUS IN SCHOOLS

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Census in the Schools
The Sports Collaborative Program

- The Sports Collaborative Program uses the star power of former professional sports figures to carry the central message of the Census to schools.
- The Program operates hand-in-hand with our Census in Schools Program by reaching out to students in schools in hot tract areas to educate them about the importance of the 2010 Census.
- Children have powerful voices in their homes and can help deliver the Census message to their adult household members.

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Census in the Schools
The Sports Collaborative Program

Involvement in the Schools

- While nine-month schools are out for the summer, the Sports Collaborative Team will be reaching out to year-round schools in hot tract areas.
- The Team will contact school administrators to promote the Census in Schools Program and to schedule dates to speak to the students at school assemblies.

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**Census in the Schools
The Sports Collaborative Program**

Involvement in Youth Sports Camps

- The former professional players will attend youth sports camps over the summer in further support of Census outreach and promotional efforts.
 - Each youth sports camp is comprised, on average, of 100-400 participants.
 - Young athletes range in age from 5- to 18-years-old.
 - Football, Basketball, Hockey, Baseball, Soccer, Softball

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Chicago Regional Census Center
Presents
The Census in Schools
High School
Complete Count Committee Program



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**Census in the Schools
The High School CCC Program**

❑ Objectives of High School Complete Count Committee Program

- ❖ Have at least one school in each hot tract area in the Chicago Region that participates in the Census in Schools Program form a CCC, which will enhance the overall Census in Schools Program.
- ❖ The School CEO or Superintendent will serve as the Highest Elected Official and direct the School Principal to appoint an administrator as the Liaison for Administration, who will then appoint an official of the Student Body Government (President , VP, Treasure and/or Secretary) to act as the Liaison for the Students.
- ❖ The Program will be implemented through the Chicago Regional Sports Collaborative, the Regional Partnership Specialists, and the City Mayors.
- ❖ The Census Bureau will provide up to 100 promotional materials to each school that elects to participate in the Program and will encourage subcommittees to perform activities on a monthly basis.

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**Census in the Schools
The High School CCC Program**

- ❖ As a final segment of the Complete Count Committee Program, we will work with the City Mayors' liaisons in selecting the best projects from the Program and reward the schools for their hard earned efforts.
- ❖ Winners could be selected in the following areas:
 - Best 30-second PSA , TV and Radio
 - Best Original Musical Score
 - Best Artwork Delivering The Census Message
 - Outstanding Community Service Awards
 - Outstanding Translation Services For The Community

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**Census in the Schools
The High School CCC Program**

- ❖ We can further utilize the best projects by working with our partners in the media to provide airtime for the PSA's (both TV and radio) as well as to feature artwork TV spots during the evening local news.
- ❖ This Program will challenge each student to learn about the Census and its work and to educate others (including their parents) about the importance of participating in the 2010 decennial Census.
- ❖ The Program will also serve as a stepping stone for each student since the 2020 Census will be the first decennial Census they may partake in as head of household.

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**The High School CCC Program
Timeline**

The Public High School CCC Program Timeline

- ❖ **JULY—AUGUST 2009** – Introduction of the Program to State Governors, City Mayors, and the liaisons for each established CCC.
- ❖ **SEPTEMBER 2009** – Regional Census in the Schools Kick-Off Event with the State Governors, City Mayors and the School CEO/Superintendents. This event will also serve as the general kick-off for the National Census in Schools project.
- ❖ **SEPTEMBER—NOVEMBER 2009** – Full implementation of the Program.
- ❖ **JANUARY 2010** – Announcement of winner and distribution of awards.
- ❖ **JANUARY—MAY 2010** – Completion of the Program.

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Chapter 7: What to Expect From Your U.S. Census Bureau Staff Liaison

Role of the Partnership Specialists

- ❖ Primary contact between the U.S. Census Bureau and the CCC
- ❖ Serve as technical advisors and information resources to CCCs
- ❖ Help identify census awareness building activities that are more effective in their community
- ❖ Provide promotional materials to tribal and local governments and community organizations

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Chapter 7: What to Expect From Your U.S. Census Bureau Staff Liaison

Steps Partnership Specialists will follow:

- ❖ Meet with all local governments in the area to encourage the formation of CCCs
- ❖ Distribute CCC materials
- ❖ Provide orientation/training for CCC leaders or Chairpersons
- ❖ Provide technical support to CCC Chairpersons
- ❖ Assist CCCs in developing a strategy and work plan

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Chapter 7: What to Expect From Your U.S. Census Bureau Staff Liaison

Steps Partnership Specialists will follow:

- ❖ Provide guidance, recommend outreach and promotional activities and distribute promotional materials and items, as available
- ❖ Encourage the development of innovative activities geared to specific groups within the community
- ❖ Maintain an open line of communication with CCCs

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Chapter 8: Summary and Closing

- **Summary**
 - ❖ CCC Training Manual has been created to provide leaders and members information to form strong effective CCCs
 - ❖ CCC can develop strategies and activities that are focused and make the best use of available resources
 - ❖ Complete the evaluation form in your packet

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