

# Sample Schedule for a Complete Count Committee

## 2018: EDUCATION PHASE

Now is when the work begins to put together a strong committee and build the foundation to begin working within your committee. This includes activities such as:

- Recruiting committee members and leadership
- Educating committee membership on the importance of Census 2020
- Starting to plan a future calendar of events
- Creating promotional and educational materials

## 2018 Summer and Fall

- Highest elected official or community leader meets with regional office partnership staff to discuss forming a partnership for the 2020 Census and the establishment of a Complete Count Committee.
- Highest elected official or community leader appoints the chairperson of the CCC.
- Hold first Complete Count Committee meeting.
- Establish committees, subcommittee chairpersons are chosen.
- Select a secretary to record minutes of meetings.
- Highest elected official or community leader holds a press conference to announce the formation of a CCC and the appointment of the chairperson.
- Official or community leader issues a proclamation/resolution stating that it will formulate a Complete Count Committee for the 2020 Census.

## 2018 Fall and Winter

- Give an overview of the roles and responsibilities of a CCC.
- Develop a plan of action for 2020 Census awareness campaign to cover the period from now through October 2020.
- Set a schedule for the CCC meetings as well as the subcommittees.



## 2019: PROMOTION PHASE

Now is the time to begin activities in the community in partnership with community partners to create awareness about the Census such as:

- Tabling at community events
- Interviews in local media
- Participating in parades and festivals
- Presence in local media

## January–December 2019

- CCC members participate in census CCC training.
- Hold regularly scheduled meetings to report on tasks and subcommittee activities.
- Proceed with census awareness activities generated by each subcommittee.
- Evaluate the activities for effectiveness.
- Modify action plan as needed.
- Saturate community with at least one census awareness activity each month.

## 2020: ACTION PHASE

Now it's time to Get Out the Count. The committee works to make sure people fill out their forms correctly and return them with activities such as:

- Door-to-door canvassing in Hard to Count neighborhoods
- Email signature and phone message reminders
- A community Census rally

### January 2020

- Hold monthly CCC and subcommittee meetings.
- Finalize plans for activities surrounding questionnaire delivery days and Census Day activities.
- Review task lists and subcommittee activity plans.
- Proceed with 2020 Census activities generated by subcommittees.
- Finalize plans for activities to encourage residents to complete and return census questionnaires.
- Develop and finalize plans for motivating residents who do not return their questionnaires to cooperate with census workers during non-response follow-up. Plan these activities for April 2020.

### February 2020

- Hold regular CCC and subcommittee meetings.
- Review and modify, as needed, plans for questionnaire delivery and Census Day activities.
- Review and modify, as needed, plans for residents who do not respond.
- Finalize plans for all activities scheduled for March and April.
- Check with subcommittee chairs on the number and location of Questionnaire Assistance Centers and Be Counted Sites. Publicize the location, dates, and times of operations in the community.

### March 2020 - Countdown to Census Day

- Review and implement activities leading to Census Day—April 1, 2020.
- Finalize plans for all activities planned for the end of March and the month of April.
- Proceed with activities generated by subcommittees.
- Send press release highlighting 2020 Census activity schedule.
- Encourage community members to participate with census workers during address canvassing operations.

### Census Day—April 1, 2020

- Implement Census Day activities.
- Hold daily activities to encourage residents to complete questionnaires accurately and to return them quickly.
- Evaluate activities and make changes as necessary.
- Prepare to implement activities for residents that did not return their questionnaire.
- Implement activities to keep the census awareness and interest strong.

### May–July 2020 Nonresponse follow-up

- Use all sources to encourage residents to cooperate with census workers.
- Continue to meet regularly to give and receive 2020 Census progress reports.
- Prepare summary report of CCC activities, operations, and member feedback.
- Celebrate the success of the 2020 Census enumeration and recognize the efforts of the CCC members.