

Sample Committee Action Sequence

Immediately (or very soon)

- Form the Committee officially.
- Disseminate news releases and other media announcements about the creation of the Committee.
- Establish membership and structure of the Committee.

First Regular Meeting

- Review and discuss the purpose and functions of the Committee.
- Discuss community perceptions and any cultural or language factors that may require attention in developing the census plans and activities.
- Identify areas which may need special targeting for promotion and outreach because of remoteness, language, or other factors.
- Brainstorm ideas for an Action Plan for promoting census awareness in the community. Identify specific activities and assignments related to building awareness, motivating community response, and encouraging community cooperation with enumerators.
- Break Committee activities into three timetables:
 1. before census questionnaires are distributed
 2. during the census questionnaire period and
 3. after the questionnaire period.
- Schedule dates for regular committee meetings.
- If meetings are to be open to the public, decide future meeting location(s); consider whether more residents will come if the meetings are held in the same place or if they are held in different places in the community

Regular Meetings

- Discuss the status and evaluate the effectiveness of outreach and census promotion activities to date.
- Discuss and adopt action plan, and track progress as it is implemented. Develop strategies for encouraging community members to apply for temporary census jobs.
- Determine specific ways to actively encourage community participation during Address Listing and Block Canvassing census operations.

- Review status of specific activities for groups or geographic areas which need special targeting.
- Revise Action Plan, as needed.

January-March 2020

- Review status reports on Action Plan activities.
- Identify specific action items that still need to be completed before questionnaires are distributed
- Finalize Action Plan for specific Committee activities which encourage residents to complete and return census questionnaires as soon as they are received.
- Finalize Outreach Plan for residents who are not likely to receive questionnaires by mail, and for whom other census interactions need to occur.
- Review Plan for Committee activities for final push

April 2020

- Release news media releases (for print, radio, and TV) reminding community members about the importance of being counted.
- Report on the status of questionnaire distribution

May 2020

- If the questionnaire response rate is low, implement a low response rate plan.
- Discuss Committee ideas and recommendations for future census efforts.
- Draft a Final Report (with Committee recommendations for submission to the Census Bureau's Complete Count Program.
- Discuss the Final Report with officials and agencies that have representation on the Committee.