

Suggested Schedule for the Complete Count Committee Now through July 2010

Action Steps	
February – April 2009	
✓	Highest elected official or community leader meets with regional office partnership staff to discuss forming a partnership for the 2010 Census and the establishment of a Complete Count Committee.
✓	Highest elected official or community leader appoints the chairperson of the CCC.
<input type="checkbox"/>	Highest elected official or community leader, with the assistance of the chairperson, appoints the subcommittee chairpersons (if necessary).
✓	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 2010 Census.
May – July 2009	
<input type="checkbox"/>	Hold first Complete Count Committee meeting:
	Give an overview of the roles and responsibilities of a CCC.
	Select a secretary to record minutes of meetings.
	Establish committees (if necessary).
	Develop a plan of action for 2010 Census awareness campaign to cover the period from now through October 2010.
	Set a schedule for the CCC meetings as well as the subcommittees.
August – December 2009	
<input type="checkbox"/>	CCC Members participate in census CCC training.
<input type="checkbox"/>	Hold regularly scheduled meetings to report on tasks and subcommittee activities.
<input type="checkbox"/>	Proceed with census awareness activities generated by each subcommittee.
<input type="checkbox"/>	Evaluate the activities for effectiveness.
<input type="checkbox"/>	Modify action plan as needed.
<input type="checkbox"/>	Saturate community with at least one census awareness activity each month.
January 2010	
<input type="checkbox"/>	Hold monthly CCC and subcommittee meetings.
<input type="checkbox"/>	Finalize plans for activities surrounding questionnaire deliver days and Census Day activities.
<input type="checkbox"/>	Review task lists and subcommittee activity plans.

<input type="checkbox"/>	Proceed with 2010 Census activities generated by subcommittees.
<input type="checkbox"/>	Finalize plans for activities to encourage residents to complete and return census questionnaires.
<input type="checkbox"/>	Develop and finalize plans for motivated residents who do not return their questionnaires to cooperate with census workers during non-response follow-up. Plan these activities for April 2010.
February 2010	
<input type="checkbox"/>	Hold regular CCC and subcommittee meetings.
<input type="checkbox"/>	Review and modify, as needed, plans for questionnaire delivery and Census Day activities.
<input type="checkbox"/>	Review and modify, as needed, plans for residents who do not respond.
<input type="checkbox"/>	Finalize plans for all activities scheduled for March and April.
<input type="checkbox"/>	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 2010 - Countdown to Census Day	
<input type="checkbox"/>	Review and implement activities leading to Census Day – April 1, 2010.
<input type="checkbox"/>	Finalize plans for all activities planned for the end of March and the month of April.
<input type="checkbox"/>	Proceed with activities generated by subcommittees.
<input type="checkbox"/>	Send press release highlighting 2010 Census activity schedule.
<input type="checkbox"/>	Encourage community members to participate with census workers during address canvassing operations.
Census Day – April 1, 2010 - The time has come to act.	
<input type="checkbox"/>	Implement Census Day activities.
<input type="checkbox"/>	Hold daily activities to encourage residents to complete questionnaires accurately and to return them quickly.
<input type="checkbox"/>	Evaluate activities and make changes as necessary.
<input type="checkbox"/>	Prepare to implement activities for residents that did not return their questionnaire.
<input type="checkbox"/>	Implement activities to keep the census awareness and interest strong.
May – July 2010 - Nonresponse follow-up	
<input type="checkbox"/>	Use all sources to encourage residents to cooperate with census workers.
<input type="checkbox"/>	Continue to meet regularly to give and receive 2010 Census progress reports.
<input type="checkbox"/>	Prepare summary report of CCC activities, operations, and member feedback.
<input type="checkbox"/>	Celebrate the success of the 2010 Census enumeration and recognize the efforts of the CCC members.