Supporting the 2010 Census: **Toolkit for Reaching People with Disabilities** United States® IT'S IN OUR HANDS

Contents

Welcome from the U.S. Census Bureau Director	3
A Partner Quick-Start Guide	4
Deliver Messages That Matter	6
Get Started: The Path to a Successful Partnership	0
Step 1: Announce Your Partnership	11
Step 2: Build Your Action Plan1	3
Step 3: Identify and Plan Activities1	7
Step 4: Communicate About the 2010 Census2	21
Regional Census Center Contact Information2	:3

Dear 2010 Census Partner,

Thank you for your partnership with the U.S. Census Bureau in support of the 2010 Census. With your help, we can make sure that everyone in our nation is counted. As you may know, the 2010 Census is more than just a population count. Census data are used to reapportion congressional seats to states, and directly affect how more than \$400 billion per year in federal funding is distributed to state, local and tribal governments.

Accurate representation and funding are especially important to people with disabilities because this population relies on many government, community and social service programs. However, without an accurate count, vital community services such as health care, transportation and other assistance programs may not be adequate.

In the past, some of these individuals did not participate in the census because of misinformation or reasons related to their disability or circumstance. By reaching out to people with disabilities and offering accurate information and assistance, you can help ensure that they will be represented in our nation's capital, as well as in their own communities.

This toolkit contains a variety of resources to support your outreach efforts. The customizable materials in this toolkit were developed to resonate with individuals with disabilities.

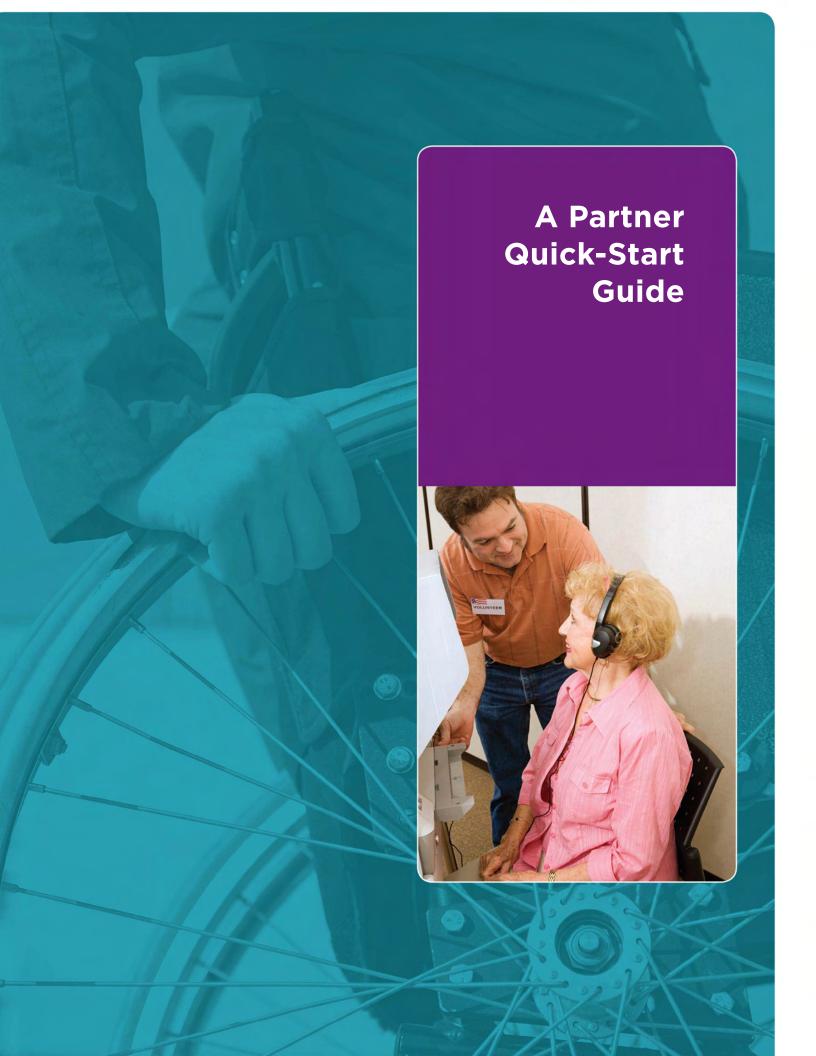
The 2010 Census is easy, important and safe, and participation is vital. I am grateful to organizations like yours - as we rely on community partners to help drive census participation. Your efforts, in tandem with other 2010 Census public awareness initiatives like paid advertising, public relations and online/interactive elements, will help ensure everyone is counted in 2010.

Sincerely,

Dr. Robert M. Groves

Director, U.S. Census Bureau

but M. Croves



Thank you for signing on to be a Census Bureau partner. You are committed to encourage participation in the 2010 Census, so your community can be accurately represented and eligible for funding needed for a brighter future. Now you want to know, what's next? What should you do as a partner?

It's simple. Here - at a glance - are the four main steps you should take.



Announce your partnership.

Tell employees, colleagues and the community that you support the 2010 Census. Send letters and e-mails, post information in newsletters and on your Web site, and issue an official proclamation. These public acknowledgements lend credibility to the message of the importance of the 2010 Census. It's a quick and easy way to kick-start your partnership and bring attention to this important census event. (See page 11.)



Build your action plan.

Build an action plan that defines specifically how your organization will support the census. Through February 2010, focus on raising awareness in your community as well as informing people about the census and its benefits. After February 2010, activities should focus on motivating people to participate in the census. This toolkit includes planning resources and activity suggestions specific to your audience. (See page 13.)



Identify and plan activities.

A steady stream of communications and events through Census Day will be critical both to educating your audience about the census and to motivating them to take part. Stagger timing of communications and events throughout 2009 and 2010 to keep your community thinking about the census. (See page 17.)



Communicate about the 2010 Census.

Start spreading the word, using your action plan and the many resources provided in this guide, such as fact sheets, customizable templates and posters. Include specific messages that will resonate most with your audience. (See page 21.)

Your efforts will be supplemented by other public awareness initiatives, including paid advertising, public relations and online/interactive tools and resources. Together, these efforts will surround your community with messages about the 2010 Census.



Thank you for partnering with the Census Bureau in support of the 2010 Census. To effectively communicate your partnership and promote participation, it's important to understand how census data can affect people with disabilities. The following information and messages are relevant to this population. Use this messaging in your partner communications initiatives to help promote the importance of the census and encourage participation.

GENERAL INFORMATION AND KEY MESSAGES:

- Census data benefit people with disabilities in many ways:
 - Census data directly affect how more than \$400 billion per year in federal funding is distributed to state, local and tribal governments.
 - Planning decisions, including where to provide additional social services, establish child-care and senior centers, build new roads, hospitals and schools, and determine locations for job training centers. That means census data can directly affect the quality of life for people with disabilities and their families through improvements in health care, education and community-based and social service programs.
 - Census data are used to reapportion congressional seats to states and assure proper district representation.
- ✓ Census data help guide all levels of government on the implementation and evaluation of programs and enforcement of laws, including The Equal Employment Opportunity Act and the Fair Housing Act.



Did you know...

Federal funds are used to enhance job creation, provide access to local employment opportunities, and help support employment for residents, including those with disabilities.

- U.S. Department of Labor

- ▲ The 2010 Census is easy, important and safe, and your participation is vital:
 - It's easy: The 2010 Census form is one of the shortest census forms in history. With only 10 questions, the form takes about 10 minutes to complete.
 - It's important: Census information helps determine locations for schools, roads, hospitals, job training, child-care and senior centers, and more.
 - It's safe: By law, the Census Bureau cannot share respondents' answers with anyone, including other federal agencies and law enforcement entities. All Census Bureau employees take an oath of nondisclosure and are sworn for life to protect the confidentiality of the data. The penalty for unlawful disclosure is a fine of up to \$250,000 or imprisonment of up to five years, or both.

- Census data determine funding for essential federal, state and local programs and services.
 - Research shows that people with disabilities are motivated by knowing that completing their census form can improve special services and the quality of life in their communities.
 - Of interest to people with disabilities, an accurate census count helps to determine:
 - Distribution of funds for health centers.
 - Planning and construction of facilities for people with disabilities.
 - Transportation services and needs.
 - Community-based health care initiatives and programs.



Special note on safety: In an age of identity theft, individuals may be reluctant to voluntarily provide personal information to the government. It is important to provide reassurance that an individual's personal information is protected and cannot be shared with the Internal Revenue Service, immigration agencies or law enforcement entities.

Census forms will be delivered or mailed to households in March 2010. Every household in the United States should complete their census form upor

should complete their census form upon receipt. Responding immediately to the 2010 Census form is the most efficient way to complete the census.

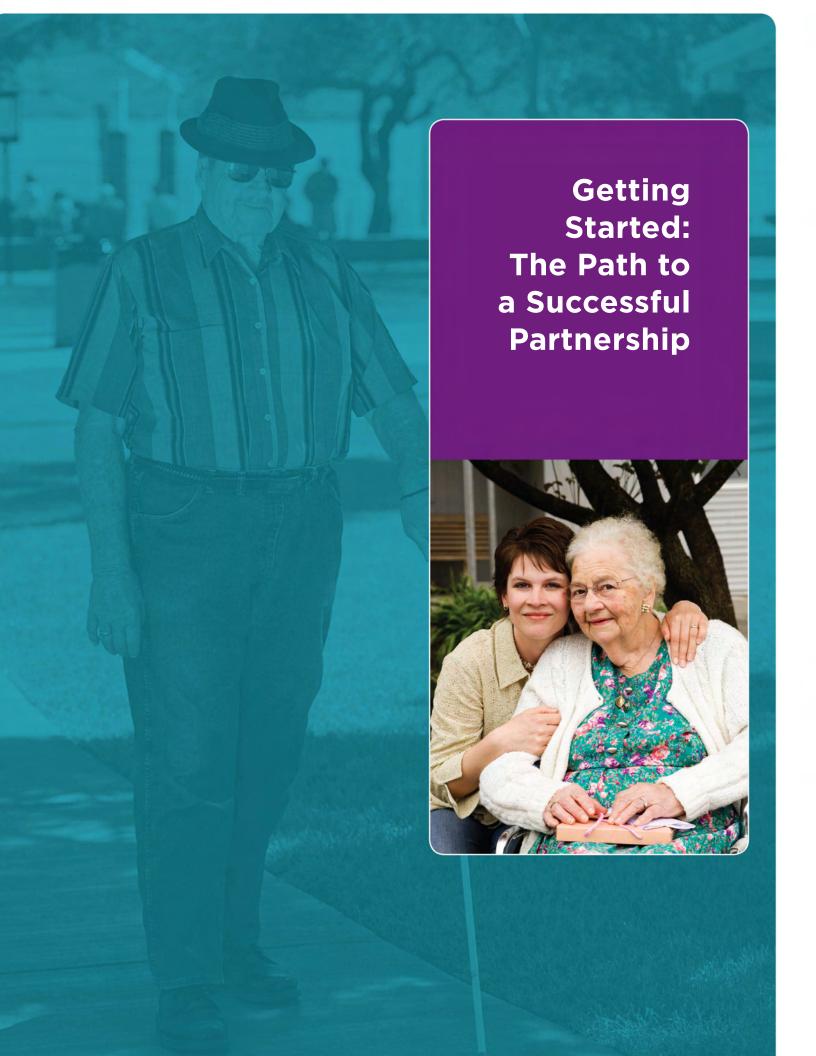
- Responses to the census form should include everyone living at that address.
- Census workers will visit households that do not return the forms to take a count in person. Because people with disabilities might be apprehensive about a stranger coming to their home, it is important to note that census workers can be identified by a census badge and bag.
- Questionnaire Assistance Centers (QAC) will be available to assist those unable to read or understand the census form. For those with visual impairments, Language Assistance Guides will be available in large print and Braille. Deaf and hard-of-hearing persons who do not have access to Video Relay Service (VRS) can call 1-866-783-2010 via FedRelay, a free and confidential federal government communications service. In addition to these options, Language Assistance Guides also will be available in 59 languages at all QAC locations.
- For additional assistance or information, individuals can contact the Partnership and Data Services Program staff at their Regional Census Center. Contact information can be found at 2010census.gov/partners.



Did you know ...

People with disabilities represent the third largest market segment in the U.S., surpassing Hispanics, African Americans and Asian Americans, as well as Generation X and teens.

- U.S. Department of Labor



This toolkit provides resources and tips to publicly announce your partnership and help communicate the importance of the 2010 Census to people with disabilities. It outlines helpful information to launch and sustain your partnership, including suggestions on partnership activities and communications tips and guidelines. Also, the toolkit includes specific tips and direction — from planning to event execution — to help make your partnership efforts simple, focused and successful.

STEP 1: ANNOUNCE YOUR PARTNERSHIP

Begin by publicly announcing your support of the 2010 Census. Spread the word to employees and their families, as well as to others in your community. To assist you in these efforts, the Census Bureau has developed a variety of materials created specifically for people with disabilities that you can customize further. Samples of customizable materials within this toolkit include:



Partnership announcement letter

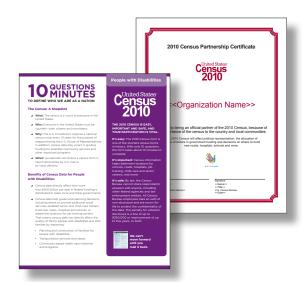
Announce your partnership with the Census Bureau by sending this information on your letterhead or as an e-mail.

Newsletter, e-mail blast and Web site copy

Use the sample copy provided to announce your partnership with the Census Bureau in internal and external communications including newsletters, e-mail blasts and Web sites.

Partner proclamation

Proclaim your role as a Census Bureau partner with this customizable form. Use the proclamation in ceremonies, events and other official announcements.







Partnership certificate

Customize and hang this certificate in offices or lobbies, or post it to your Web site to acknowledge your partnership with the Census Bureau.

2010 Census fact sheet

This fact sheet provides general information about the 2010 Census and can help reinforce to people with disabilities how the census works, why it is conducted, and the fact that it is safe.

Confidentiality poster and flier

These materials assure employees, members and others that their census participation is safe. Display the posters in high-traffic areas and distribute the flier to your employees, individuals your organization serves, and others in your community.

Awareness poster

This poster is the first in a unique series designed to build awareness of and encourage participation in the 2010 Census. Contact your partnership specialist to obtain a printed version measuring 16" X 20" or download and print the version available as a separate electronic file in this toolkit. Display the posters in your office, lobby or other high-traffic areas to create awareness of the coming 2010 Census.

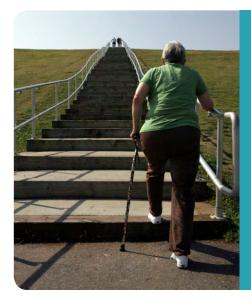
STEP 2: BUILD YOUR ACTION PLAN

After announcing your partnership with the Census Bureau to key audiences, it's time to start building outreach and communications plans to carry your efforts through Census Day on April 1, 2010, and beyond.

Create an action plan that outlines how your organization will raise general awareness about the census and its importance to people with disabilities. As you develop your plan, ask yourself:

- Do persons with disabilities require special assistance (TDD) or Language Assistance Guides in large print and Braille?
- Do people with disabilities need help in reading and completing the form or understanding the directions?
- Could any of these individuals be concerned about the safety of their personal information?

Throughout 2009, your focus should be on raising awareness and educating these key populations about the 2010 Census and its benefits. Beginning in January 2010, you should plan communications and events that lead up to form distribution in March 2010 and continue through April 1, 2010—the official day of the population count—and beyond.



Did you know ...

About one in five U.S. residents—
19 percent— reported some level of disability in 2005. These 54.4 million Americans are roughly equal to the combined total populations of California and Florida.

- U.S. Census Bureau

2010 Census Timeline

The following timeline outlines major 2010 Census operational milestones and important partnership activities. By organizing activities around key dates, you can help build awareness of the 2010 Census.

March 2010	Census forms are mailed or delivered to households.
April 1, 2010	Census Day
April - July 2010	Census workers visit households that did not return the form by mail.
Dec. 31, 2010	Census Bureau delivers population counts to the President of the United States.
March 2011	Census Bureau completes delivery of redistricting data to states.

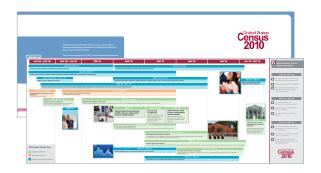
Use the following toolkit resources to get a sense of key operational and campaign milestone timing, and build events and activities accordingly:

2010 Census operational milestone timeline

Hang this at-a-glance timeline on your wall to see key dates for the 2010 Census, including 2010 Census form distribution, Census Day and others. Alongside these key census milestones, see what supporting events and activities are being conducted through the 2010 Census Integrated Communications Campaign.

18-month calendar for 2010 Census partners

Hang this printable calendar - spanning July 2009 through December 2010 - in your office, lobby, meeting room or other high-traffic area as a reminder of important census dates as well as suggestions for what you, as a partner, can do to support the census. Incorporate suggestions from the calendar into your organization's 2010 Census outreach plan.





Reach People with Disabilities: A Checklist For Success

A successful outreach campaign requires planning and comprises many facets. Use the checklist below to help establish and guide your census campaign efforts and activities.

- Establish a 2010 Census Complete Count Committee (CCC). Engage others in your organization and community to take a leadership role in planning activities and communications around the 2010 Census. A CCC is a team of state, local or community leaders that develops and implements a locally-based outreach and awareness campaign to increase awareness of the 2010 Census in a particular community. CCCs serve as "census ambassadors," promoting the census to everyone in their local areas especially to those hard-to-count populations to ensure that everyone is counted.
 - ✓ Enlist individuals who bring a specific skill or perspective to the census committee, such as senior and junior staff members, marketing and communications personnel, online specialists, administrators, case workers, community liaisons, etc.
 - Consider inviting persons with disabilities from your community and/or the family member of a person with disabilities to serve on the committee as well.
 - Use the first meeting to set a direction and highlight goals and expectations. Hold meetings at a regular time, date and location.

- To encourage productivity and ownership of various census-related efforts, all committee members should be assigned specific duties. All members should be expected to report on their progress at following meetings.
- Download and review available CCC materials from 2010census.gov/partners, including a CCC Guide for Local Leaders and a CCC Training Manual.

Did you know the American FactFinder tool developed by the Census Bureau can help provide specific information about how communities are changing to meet the needs of people with disabilities? It is a critical element in the Census Bureau's reengineered 2010 Census plan. Find it at: factfinder.census.gov/.







■ Engage employees and members as census advocates.

Keep everyone within your organization apprised of census efforts and activities. Empower all individuals with the knowledge necessary to communicate to their families, friends and neighbors about the importance of census participation by people with disabilities.

- ✓ Promote and publish census information, as well as your organization's specific plans, in all employee communications (see the separate files in this toolkit for recommended copy for newsletters and Web sites).
- ✓ Establish a 2010 Census section of your Web site and encourage members and employees to post comments, questions and ideas for reaching people with disabilities. Highlight comments/ideas of the week.
- Ask the 2010 Census Committee to speak directly with their coworkers and colleagues about volunteer opportunities (staffing census events and activities or creating and distributing communications).
- ✓ Encourage census discussions and brainstorming activities at employee meetings. Invite a person with disabilities to an employee meeting to share their personal story.

☐ Enlist community partners for support.

Identify partners in your community who can assist with the distribution of communications or the hosting and support of events.

- Possible partners and supporters could include:
 - Organizations and associations that care for people with disabilities and/or their families.
 - Businesses that provide products or services to people with disabilities.
 - Community hubs, such as grocery stores, pharmacies, banks and libraries.
- Before approaching partners, consider how you could best work together and what type of assistance you would need. For example:
 - Are you looking for partners to distribute your census materials to their customers?
 - Would you like a partner to donate space, funds or items for an upcoming event?
 - Do you want the partner's customers to promote or participate in an event or activity you are hosting?
- ✓ Once the level of support is determined, send a letter to the organization's manager or director with your specific request. Place a follow-up call to confirm receipt of the letter and discuss the request. Be sure to highlight the importance of census participation for people with disabilities.

STEP 3: IDENTIFY AND PLAN ACTIVITIES

Be strategic about your planned activities and target them as closely as possible to the needs and interests of people with disabilities. For example, some people with disabilities may require assistance or accommodations to participate in the census, so conduct events that reinforce the availability of extra assistance.

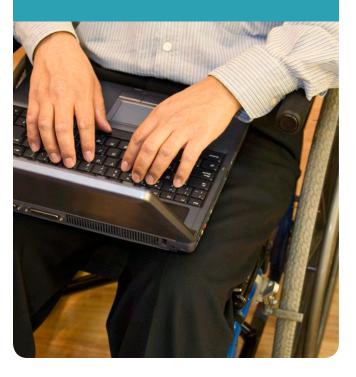
Following are suggestions for activities to help you raise awareness of the 2010 Census and communicate the benefits of census participation:

Volunteer as a speaker at community meetings and events.

- Work with organizations within your community to publicly address key populations and their families about the importance of the 2010 Census.
- Sign up for speaking engagements at health fairs and screenings, places of worship and other community events.
- ▲ Leverage your organization's experience and insight at serving people with disabilities as a call to action.
- ✓ Use the key messages and information provided in this toolkit to discuss the importance of the 2010 Census and its impact.
- ✓ Encourage your colleagues at all experience levels and ages - to publicly share this information as well.

Make your Web site easy to use for people with disabilities:

- Use 12- or 14-point type size and make it easy to enlarge text.
- ✓ Use high-contrast color combinations such as black type against a white background.
- Provide text-only versions of multimedia content.
- Provide a speech function to hear text read aloud.



Coordinate initiatives and outreach activities with local faith-based organizations.

- Many faith-based organizations minister to and provide social services for people with disabilities. These programs may include food assistance and services designed to assist individuals with developmental disabilities. Consider partnering with appropriate faith-based groups to reinforce the importance of participating in the 2010 Census.
- Ask your local temples, mosques, churches and other places of worship to promote the census through their various outreach programs and services. The "Toolkit for Faith-Based Organization Partners," located on the "Partner With Us" section of 2010census.gov, provides ideas for announcements, bulletins and newsletters, as well as ideas on how to gain support from key religious leaders.

Use technology to deliver the message.

- ✓ Incorporate information from this toolkit into electronic newsletters, Web sites and e-mail campaigns. Include a timeline of key census dates and a link to 2010census.gov.
 - Emphasize the impact census data have on community programs and facilities that matter most to these community members and their families, including:
 - Transportation services
 - Medical facilities
 - Health care initiatives and programs

Search and link to 2010census.gov for interesting facts and information about your area and use this information to generate interest.

Conduct activities on days of key observances or events currently offered by your organization.

- Work with your 2010 Census committee to decide what type of event or activity your organization would like to host. Calendar milestones are ideal reasons to host events that gather your members together for a single milestone or other notable purpose. As such, host events and activities that coincide with calendar milestones that are important to your audience. Relevant milestones for people with disabilities might include:
 - October 2009: National Disability
 Awareness Month, National Disability
 Employment Awareness Month
 - Dec. 3, 2009: International Day of Persons with Disabilities
 - Local or national partner conferences (such as The Arc National Convention, held Nov. 11-14, 2009)
 - Jan. 4, 2010: Louis Braille's Birthday
 - March 13 April 15, 2010:
 Deaf History Month



Be sure to identify activities or events currently offered by your organization to determine if a census component or theme would be possible. Examples of such events can include:

- Movie nights (inspirational movies, brought to guests by your organization and the 2010 Census)
- Party for "Super Census Sunday" or interactive "Sports Nights"
- ✓ Trivia Night (include a category on the census)
- Health screenings/fairs (offer services by groups who rely on funding based on census data)

Consider inviting a Census Bureau partnership specialist to attend and answer questions from attendees.

Bring the message to the masses.

- Organize a Be Counted site or Questionnaire Assistance Center (QAC). Offer assistance wherever people with disabilities gather (medical offices, malls, libraries, etc.). Sponsor and promote these outreach efforts at different locations throughout the community.
- ✓ Contact the Partnership and Data Services Program staff at your Regional Census Center to learn more about Be Counted sites or QACs. Contact information can be found at: 2010census.gov/partners or at the end of this toolkit.

Engage other organizations that serve people with disabilities.

- Tap the network of organizations and agencies in your community to co-host event. Reach out to organizations that serve people with disabilities, including:
 - American Association of People with Disabilities
 - The Arc
 - Easter Seals
 - National Federation for the Blind
 - National Association for the Deaf
 - American Stroke Association
 - Amputee Coalition of America
 - National Multiple Sclerosis Society
 - United Cerebral Palsy
 - State Vocational Rehabilitation Offices
 - Local Veterans Administration Office
- Add on to established programs and events (bake sales, family days, picnics, classes, activities, etc.) to add a censusawareness component.

Explain the 2010 Census residence rules.

- Most people should be counted where they live and sleep most of the time.
- Distribute copies of the "How People Are Counted" brochure, making note of how people in special living situations (care facilities, etc.) should be counted.

Planning

Event planning should begin at least eight weeks prior to the event date — use the 2010 Census calendar, available in this toolkit, as a guide.

Below is a simple timeline of how to implement your event planning throughout the course of eight weeks:

8 weeks prior	Begin weekly planning meetings.
	Decide date and theme of event.
	Reach out to partners for support (if necessary).
6 weeks prior	Confirm date, time and location (reserve space, make arrangements for refreshments, entertainment and decorations/materials).
	Finalize guest list.
5 weeks prior	Prepare event communications (create event invite, newsletter and Web site copy, speaker materials, event agenda, remarks, etc.).
3 weeks prior	Distribute invites and begin promoting the event to internal and external audiences (employees and members, people with disabilities, their families and community leaders).
1 week prior	Notify your local news media about the event.
	Create an alert to send to the media that includes the "who, what, when, where and why" about your event.
	Be sure to have someone from your organization designated as a spokesperson, should the media decide to cover your event.
Details	Ensure that the event is easily accessible to persons with disabilities and/or family members/caregivers.
	Provide materials and resources that are easy to read and understand (large font, etc.).
	Train volunteers on message points that are particularly relevant to persons with disabilities.
	Make sure that VIP guests and sponsors are acknowledged publicly and appropriately.
	Send thank you notes to volunteers, partners and VIP guests.
After the event	Post event photos and highlights in your newsletter and on your Web site.

STEP 4: COMMUNICATE ABOUT THE 2010 CENSUS

Once your plan is in place, you are ready to promote the 2010 Census and deliver important census-related information to your key audiences.

As a supporter of the 2010 Census, you can help make a difference for people with disabilities by raising awareness of the census and encouraging participation. Use the following customized toolkit materials to support your partnership efforts.



2010 Census PowerPoint

Use this customizable PowerPoint in presentations to members, affiliates and other advocates. These slides showcase the impact of the census on people with disabilities and feature some key operational milestones. Edit the slides to include or remove information as appropriate for the audience, and include information about your own planned events and activities. The PowerPoint presentation is available as a separate electronic file in this toolkit.

Event invitation

This invitation can be customized to invite partners to participate in census-related events hosted by your organization. The customizable event invitation is available as a separate electronic file in this toolkit.

2010 Census brochure template

This pre-designed template can be used to develop a census brochure that highlights your organization's involvement in the 2010 Census. Consider including information about the importance of obtaining a complete and accurate count, how census data affect everyone's quality of life, and the resources available to help individuals complete and return their form. Use all or part of the sample brochure language, which along with the brochure template, is available as a separate electronic file in this toolkit.



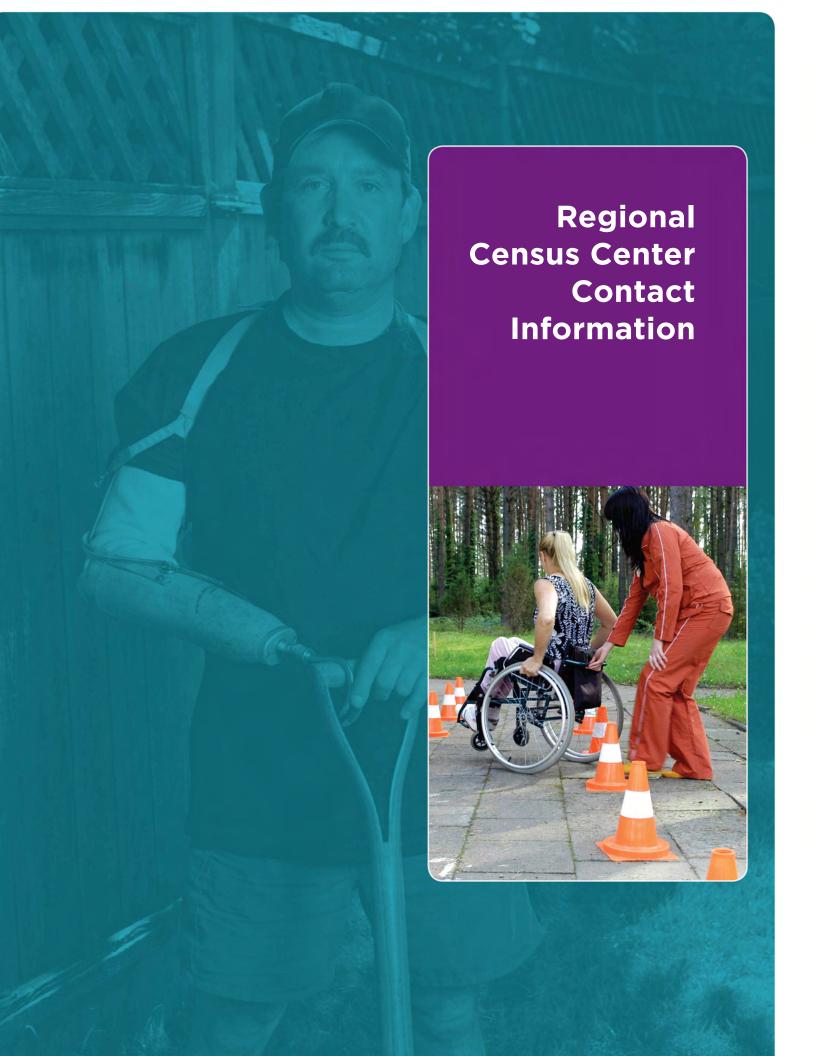
2010 Census poster/flier template

Use this pre-designed template to create a poster or flier highlighting your organization's census-related events and activities. The template is available as a separate electronic file in this toolkit.

2010 Census Web banners

2010 Census Web banners are available to post on your organization's Web site. They provide an ongoing reminder about the 2010 Census and drive Web users to the 2010census.gov Web site for more information.

Thank you for supporting the 2010 Census. You will make a difference in your community.



U.S. Census Bureau Regions August 2009 Partnership and Data Services Program FLDPDS/09-2 WA Phone Numbers for МТ the Partnership and Data Services Program OR MN NH MA WI SD NY WY IΑ Atlanta NE CA NV 404-335-1467 IN UT Kansas City CO Boston MO KS 617-223-3610 * Charlotte ΤN Charlotte ΑZ NM AR 704-936-5330 MS Chicago 312-454-2770 Dallas 214-637-9680 Puerto Rico Denver 720-475-3670 Detroit 313-392-6500 ATLANTA - www.census.gov/atlanta LOS ANGELES - www.census.gov/losangeles Alabama, Florida, Georgia Hawaii, Southern California (Fresno, Imperial, Inyo, Kansas City Kern, Kings, Los Angeles, Madera, Mariposa, BOSTON - www.census.gov/boston 816-994-2045 Merced, Monterey, Orange, Riverside, San Connecticut, Maine, Massachusetts, New Hampshire, Bernardino, San Diego, San Benito, San Luis Obispo, New York (all counties except those covered by the Los Angeles Santa Barbara, Tulare, and Ventura counties) NY Regional Office listed under the state of NY), 818-717-5820 Puerto Rico, Rhode Island, Vermont NEW YORK - www.census.gov/newyork New York (Bronx, Kings, Nassau, Queens, CHARLOTTE - www.census.gov/charlotte New York Richmond, Rockland, Suffolk, and Westchester Kentucky, North Carolina, South Carolina, 212-356-3100 Tennessee, Virginia New Jersey (Bergen, Essex, Hudson, Morris, CHICAGO - www.census.gov/chicago Middlesex, Passaic, Somerset, Sussex, Union, Philadelphia Illinois, Indiana, Wisconsin and Warren counties) 215-717-1020 DALLAS - www.census.gov/dallas PHILADELPHIA - www.census.gov/philadelphia Louisiana, Mississippi, Texas Delaware, District of Columbia, Maryland, New Jersey (all counties except DENVER - www.census.gov/denver 425-908-3060 those covered by the NY Regional Office listed Arizona, Colorado, Montana, Nebraska, Nevada, New Mexico, North Dakota, South Dakota, Utah, under the state of NJ), Pennsylvania Wyoming American Samoa, SEATTLE - www.census.gov/seattle Commonwealth of the Alaska, Idaho, Northern California (all counties DETROIT - www.census.gov/detroit Northern Mariana Islands Michigan, Ohio, West Virginia except those covered by the LA Regional Office (CNMI), Guam, and the U.S. Virgin Islands 301-763-4033 listed under southern California), Oregon, KANSAS CITY - www.census.gov/kansascity Washington Arkansas, Iowa, Kansas, Minnesota, Missouri, Oklahoma