

## **DRAFT Regional Census Solution Workshop Outline**

### **Outreach**

- ☐ Eventbrites
  - All Workshop Email with links to all Eventbrites and invitation for forward to interested parties:
    - Steering Committee
    - Census Interested parties List
  - Region Specific Email with Eventbrite and invitation to forward to interested parties
    - BOS Staff
    - City Staff
- ☐ Press Release

### **Room Set Up**

- ☐ Room must have capacity for between 50-100 people
- ☐ Capacity to present a PowerPoint (see outline attached)
- ☐ Potential: Wifi for Partner Form Sign up
- ☐ Tables or Wall space for breakout sessions (enough for 6-10 breakout groups)
- ☐ Space to set up easels for maps/presentation of ideas

### **Supplies**

- ☐ Large Post It notes (flip chart sized) for breakout sessions (x10)
- ☐ Big pens for writing on large paper (x100)
- ☐ Small post its for people to add comments/notes
- ☐ Pens for notes
- ☐ Stickers (ducks!) and circles
- ☐ Extra tape
- ☐ Banner
- ☐ Back up thumb drive of presentation
- ☐ 10 copies of presentation, just in case.
- ☐ 100 Copies of Fact Sheet(s)
- ☐ Computer for Partner Sign ups

### **Staffing**

- ☐ 10 facilitators – City, County staff + any steering committee member (with a limit of 8 SC members per meeting for Brown Act)

## Opening Presentation Outline

- I. Welcome (BOS, Mayor, other officials as needed) - 10 minutes
- II. Census 101 – Why is it important - 5 minutes
- III. Hard to Count for Region – 5 minutes
- IV. Goals of Census Solution Workshop – 5 minutes
  - a. Bring together regional trusted messengers for collaboration to reach hard to count
  - b. Initial inventory of partners and resources for implementation outreach plan
  - c. Inform messaging for HTC population
  - d. Learn about grant opportunities for Census Outreach
- V. Overview of the Outreach Process – 10 minutes
  - a. Roles of Various Agencies (Census Bureau, State, Regional ACBO, County, City, CBO, etc)
  - b. CCC Outreach Plan (Pyramid)
  - c. Regional Working Group Meetings (DRAFT)
    - i. Inventory - June
    - ii. Draft Implementation Plan - August
    - iii. Trainings – October/November
    - iv. Outreach Events Kick Off – January
  - d. Potential Grant Opportunities
    - i. United Way Bay Area
    - ii. CCC and Local Jurisdictions
- VI. Overview of Breakout Sessions – 5 minutes

BREAK: 5 MINUTES

## Breakout Session Outline

Breakout Session #1: What do we need to know? (20 minutes?)

Suggested Grouping – Those that work with a similar HTC Community

Topic	Documenting Responses
Barriers to Reach this HTC Community	Large Post-It
Who does this community trust and why	Large Post It
Special Language/Communication Needs	Large Post It
What is important to this Community	Multiple Choice Poster – Vote with dot(s) <ul style="list-style-type: none"><li>- Schools</li><li>- Security</li><li>- Health Care</li><li>- Roads/Transportation</li><li>- Representation</li><li>- Parks</li><li>- WIC/CalFresh</li><li>- What else?!!</li></ul>
Who Services this Community? Where are they located? Where is their Service Area?	Large Dots on Map

**Breakout Session #2:** How can we support Outreach Organizations? (20 minutes?)

Suggested Grouping – Similar Organizational types (governmental agencies, CBOs, churches, etc.)

Topic	Documenting Responses
How does your organization communication with its members/clients/congregations?	Form for each participant
Is your Organization available for a QAC/QAK	Form + map
Do you help people find jobs?	Form
Can you host a Census Training?	Form
What Support do you need?	Multiple Choice Poster – vote with dot(s) <ul style="list-style-type: none"><li>- Training for Census Facts</li><li>- Training for Census Questionnaire Assistance Center or Assistance</li><li>- Fliers/paper outreach material</li><li>- Social Media Examples and/or shareables</li><li>- Funding to support QAC/QAK</li><li>- Funding to support Canvassing (?)</li><li>- Funding for Census Outreach Event</li><li>- Funding for _____ (please write ideas)</li><li>- Other (please write idea)</li></ul>

**Breakout Session #3:** How can we collaborate? (20 minutes?)

Suggested Grouping – City/Community/Neighborhood

Topic	Documenting Responses
How might these groups collaborate	Large Post-It
Who is not here?	Large Post It
Where do large number of people gather in your community? (Farmer Markets, Festivals, Parks, Sporting Events, Transit Hubs, etc)	Large Maps

**Closing Presentation**

- I. Summarize key Findings
- II. Next Steps and Resources
  - a. Timeline with Regional Working Group Dates and key Census dates
  - b. Website Link and How to Stay Informed
- III. Thank you Thank you Thank you!