

Appendix A: CIS Focus Group Information/Screening Form

Hello. My name is: _____ and I'm calling from ICF International, a firm contracted by the U.S. Census Bureau to conduct focus groups related to their Census in Schools program. We are conducting focus groups to gather information to help shape the Census in Schools program for the 2020 Census. Census Bureau records show that your school participated in the Census in Schools program. We need to identify individuals at your school who have first-hand knowledge of your school's participation. Do you have first-hand knowledge of the Census in Schools program at your school?

[Caller: respond to any questions the potential respondent asks. If the potential respondent believes he/she may remember the program but is not sure, prompt

This program took place during the year before the 2010 Census. Participating schools worked with the Census Bureau to distribute informational materials about the Census and to include Census-related content in lesson plans and school-wide events and announcements.

Schools received large wall maps that may have been distributed to social studies, math, geography, history, or civics teachers.

If the potential respondent does not have first-hand knowledge of the program, ask

Can you give us the name and contact information of anyone at your school who may have first-hand knowledge?

Record information given by respondent

Thank you very much for the information and for taking my call. Have a pleasant day.

END INTERVIEW

If the potential respondent does have first-hand knowledge of the program, ask

ICF is planning to hold a focus group on [prospective dates] in your geographic area and we would like to find out if you would be willing to participate. The session will take 90 minutes and will be held at a location within 25 miles of your school. ICF will make every effort to schedule the group at a time that is most convenient for all the participants. We will offer a \$50 payment to each focus group participant. Your participation would provide valuable insight into the program. Would you be available to join the group?

If the respondent does not agree,

Thank you very much for the information and for taking my call. Have a pleasant day.

END INTERVIEW

If the potential respondent agrees to participate,

- Verify name and location of his/her school
- Verify position (teacher, administrator, other) of respondent
- Ask best days and times for the respondent
- Request any corrections/additions to respondent's contact information including email address
- Ask respondent to recommend additional participants from his/her school (names, contact information)

Read this statement to the participant:

Please note that we cannot conduct this focus group unless the protocol and the informed consent forms display valid OMB Control Numbers. Furthermore, you do not need to participate unless the protocols and forms have a valid OMB Control Number. The OMB Control Number is: 0607-XXXX. This collection expires September 30, 2011.

Thank you for your interest in participating in the CIS program study. I'd like to take a minute to give you some additional information:

I will call you again by [date] with some tentative times for the group and ask for your availability. When you attend the group, we'll ask you to sign a statement affirming your consent to participate, and at the end of the session we will ask you to sign a receipt for the \$50 payment, which will be made at the meeting site. Participation is completely voluntary and you can decline to comment on any topic that is raised in the group. At least one week before the focus group date I'll get back to you with a reminder and directions.