

ATTACHMENT X – SCHEDULING SCRIPT

UNIVERSITY STUDENT HOUSING OFFICE

1. EMAIL – first contact type, when an email address is available

Subject line: Meeting with U.S. Census Bureau Representative

Good morning.

My name is NAME and I work for the U.S. Census Bureau. I am emailing you with a request for a short meeting that will help the Census Bureau improve the way it counts college/university students in different types of housing in the next census.

My colleagues and I will be at the UNIVERSITY on DATES. We would like to set up a time to talk to you about the different types of housing available to students at your University. This will take less than an hour of your time, and we can travel to your office or another location convenient to you. Our conversation will be confidential, and we will not use your name in any of our reports.

Please reply to this message with a suggested meeting day/time. We greatly appreciate your assistance.

Thank you,

NAME

2. PHONE

Hello, my name is ____ and I work for the U.S. Census Bureau. May I speak to [NAME/your director of student housing]?

I am following up on an email I sent earlier this week with a request for a short meeting that will help the Census Bureau improve the way it counts college/university students in different types of housing in the next census.

My colleagues and I will be at the UNIVERSITY on DATES. We would like to set up a time to talk to you about the different types of housing available to students at your University. This will take less than an hour of your time, and we can travel to your office or another location convenient to you. Our conversation will be confidential, and we will not use your name in any of our reports.

When are you available to meet the week of DATES?

If asked for more information: We will be asking you things such as where students live, what amenities these places have, and how student housing selection is conducted.

APARTMENT COMPLEX

1. EMAIL – first contact type, when an email address is available

Subject line: Meeting with U.S. Census Bureau Representative

Good morning.

My name is ____ and I work for the U.S. Census Bureau. I am emailing you with a request for a short meeting that will help the Census Bureau improve the way it counts college/university students in different types of housing in the next census.

My colleagues and I will be in the area of the UNIVERSITY on DATES. We would like to set up a time to talk to you about your apartment building, the NAME. This will take less than an hour of your time, and we can travel to your office or another location convenient to you. Our conversation will be confidential, and we will not use your name in any of our reports.

Please reply to this message with a suggested meeting day/time. We greatly appreciate your assistance.

Thank you,

NAME

2. PHONE

Hello, my name is ____ and I work for the U.S. Census Bureau. May I speak to [NAME/the manager of this building]?

You may have seen the email I sent yesterday. I am calling with a request for a short meeting that will help the Census Bureau improve the way it counts college/university students in different types of housing in the next census.

My colleagues and I will be in the area of the UNIVERSITY on DATES. We would like to set up a time to talk to you about your apartment building, the NAME. This will take less than an hour of your time, and we can travel to your office or another location convenient to you. Our conversation will be confidential, and we will not use your name in any of our reports.

When are you available to meet the week of DATES?

If asked for more information: We will be asking about the types of amenities offered to residents and how the student application process is handled.
