

1. Email advertisement for 2020 CPEP Partner Organizations

To: 2020 CPEP partner organization staff

From: [REGIONAL OFFICE REPRESENTATIVE]

Subject Line: Participants Needed for Research Study – Seeking 2020 Census Partner Organization Staff

Do you work in an organization that participated in the 2020 Census Partnership and Engagement (CPEP) Program? If so, we would like to hear about your work experiences.

The U.S. Census Bureau is seeking CPEP partner organization staff to participate in a focus group. The focus groups are part of a study to learn more about your experiences helping to promote the 2020 Census in your local community. Only partner organization staff are eligible to participate, and supervisory approval is required.

The focus groups are two (2) hours long and will take place at a facility local to [Name of City]. Participants will be paid \$75 compensate for any travel costs and as a thank you for your time. The focus group sessions will take place between [SPECIFIC DAYS AND TIMES] at the [INSERT FACILITY NAME], [ADDRESS, CITY, STATE, ZIP CODE].

If you are interested in participating, please send an email to: [CONTACT EMAIL ADDRESS] to request an initial interview to determine eligibility. Please mention the phrase “2020 Census Focus Group.”

If you have any question about this study, please contact [PROJECT TEAM MEMBER] at [EMAIL ADDRESS] or by phone at [PHONE NUMBER]. If you are unable to reach [PROJECT TEAM MEMBER], please leave your name, phone number, and the best times to reach you.

Sincerely,

[REGIONAL OFFICE REPRESENTATIVE]

The collection of information for this study is authorized under Title 13 U.S.C.

2. Email advertisement for trusted messengers

To: [2020 CENSUS TRUSTED MESSENGERS VIA ORGANIZATION LISTSERVES AND SOCIAL MEDIA]

From: [REGIONAL OFFICE REPRESENTATIVE]

Subject Line: Participants Needed for Research Study – Seeking Local Community Members

Do you work in your local community to help promote the 2020 Census? If so, we would like to hear about your experiences.

The U.S. Census Bureau is seeking community members who work to promote the Census to participate in a focus group. The focus groups are part of a study to learn more about your experiences helping to promote the 2020 Census in your local community. Only people who actively work with hard-to-count communities to increase 2020 Census response are eligible to participate.

The focus groups are two (2) hours long and will take place at a facility local to [Name of City]. Participants will be paid \$75 compensate for any travel costs and as a thank you for your time. The focus group sessions will take place between [SPECIFIC DAYS AND TIMES] at the [INSERT FACILITY NAME], [ADDRESS, CITY, STATE, ZIP CODE].

If you are interested in participating, please send an email to: [CONTACT EMAIL ADDRESS] to request an initial interview to determine eligibility. Please mention the phrase “2020 Census Focus Group.”

If you have any question about this study, please contact [PROJECT TEAM MEMBER] at [EMAIL ADDRESS] or by phone at [PHONE NUMBER]. If you are unable to reach [PROJECT TEAM MEMBER], please leave your name, phone number, and the best times to reach you.

Sincerely,

[REGIONAL OFFICE REPRESENTATIVE]

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3. Flyer advertisement for trusted messengers

Do you work with people in your community to promote the 2020 Census? Receive \$75 for a 2-hour focus group.

The U.S. Census Bureau is looking for adults (aged 18 or older) to talk about their experiences working with local communities to help promote the 2020 Census. Only people who actively work with hard-to-count communities to increase response to the 2020 Census are eligible to participate.

Focus groups will take two hours and will take place at [LOCATION] in [CITY]. We will provide \$75 to each person who participates in the study. If interested, please call [PROJECT TEAM MEMBER] at [PHONE NUMBER] or send [HER/HIM] an email at [EMAIL ADDRESS]. Please mention the phrase “2020 Census Focus Group.”

If you have any question about this study, please contact [PROJECT TEAM MEMBER] at [EMAIL ADDRESS] or by phone at [PHONE NUMBER]. If you are unable to reach [PROJECT TEAM MEMBER], please leave your name, phone number, and the best times to reach you.

Please feel free to pass this notice along to other people that you may know in the [LOCAL CITY] AREA. Only one person per household may qualify.

4. Email advertisement for 2020 CPEP Partner Organizations (REMOTE FOCUS GROUPS)

To: 2020 CPEP partner organization staff

From: [REGIONAL OFFICE REPRESENTATIVE]

Subject Line: Participants Needed for Research Study – Seeking 2020 Census Partner Organization Staff

Do you work in an organization that participated in the 2020 Census Partnership and Engagement (CPEP) Program? If so, we would like to hear about your work experiences.

The U.S. Census Bureau is seeking CPEP partner organization staff to participate in a focus group. The focus groups are part of a study to learn more about your experiences helping to promote the 2020 Census in your local community. Only partner organization staff are eligible to participate, and supervisory approval is required.

The focus groups are two (2) hours long and will take place over a conference call. Participants will be mailed \$40 as a thank you for your time. The focus group sessions will take place between [SPECIFIC DAYS AND TIMES] at the [INSERT FACILITY NAME], [ADDRESS, CITY, STATE, ZIP CODE].

If you are interested in participating, please send an email to: [CONTACT EMAIL ADDRESS] to request an initial interview to determine eligibility. Please mention the phrase “2020 Census Focus Group.”

If you have any question about this study, please contact [PROJECT TEAM MEMBER] at [EMAIL ADDRESS] or by phone at [PHONE NUMBER]. If you are unable to reach [PROJECT TEAM MEMBER], please leave your name, phone number, and the best times to reach you.

Sincerely,

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5. Email advertisement for trusted messengers (REMOTE FOCUS GROUPS)

To: [2020 CENSUS TRUSTED MESSENGERS VIA ORGANIZATION LISTSERVES AND SOCIAL MEDIA]

From: [REGIONAL OFFICE REPRESENTATIVE]

Subject Line: Participants Needed for Research Study – Seeking Local Community Members

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If you have any question about this study, please contact [PROJECT TEAM MEMBER] at [EMAIL ADDRESS] or by phone at [PHONE NUMBER]. If you are unable to reach [PROJECT TEAM MEMBER], please leave your name, phone number, and the best times to reach you.

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