

**Contact 1: Invitation email**

Subject: Take a 5-minute survey about your facility

Dear [first and last name or "Facility Manager"],

We are reaching out because you helped us with the 2020 Census for the residents of your facility. We need your feedback to help us develop our plans for the next Census.

**Please answer this 5-minute survey:** [Group Quarters Survey](#)

If the link does not work, please copy the link below and paste it into your browser.

**URL**

For the next Census, we are creating an option for people living in group quarters to report for themselves using an online questionnaire. Your response will help us to decide whether an online questionnaire will be a good fit for group quarters like yours.

Your response is completely confidential and voluntary. We will not be asking for any personal information about your residents, just your opinions about whether our plans would work for them.

Thank you for helping us with our planning for the next census.

Sincerely,

Judy G. Belton  
Assistant Division Chief for Special Enumerations

**Contact 2: First reminder email**

Subject: Friendly reminder: Take a 5 minute survey about your facility

Dear [first and last name or "Facility Manager"],

A few days ago we emailed you to ask for your opinions about our plans for the next census. We hope you will take a moment now to answer our 5-minute survey.

**Click here to take our survey:** [Group Quarters Survey](#)

If the link does not work, please copy the link below and paste it into your browser.

**URL**

We are planning to allow people living in group quarters to participate in the next census by completing their own online questionnaire. We need to hear your feedback on whether our plans will be a good fit for your residents.

We will not be asking for any personal information about your residents, and the opinions you share with us will be completely confidential.

Thank you for helping us make informed decisions that will affect you and your residents.

Sincerely,

Judy G. Belton  
Assistant Division Chief for Special Enumerations

**Contact 3: Second reminder email**

Subject: Our 5-minute survey is due by [date]

Dear [first and last name or "Facility Manager"],

We are making plans for the next census to allow residents of group quarters to fill out their census form online. We are asking for the opinions of group quarters staff like you to understand how well these plans would work for your residents.

We are able to contact only a small number of group quarters, so your response is very important.

**Please click this link to complete our 5-minute survey by [date]:** [Group Quarters Survey](#)

If the link does not work, please copy the link below and paste it into your browser.

**URL**

We really appreciate your help in planning for the next census.

Sincerely,

Judy G. Belton  
Assistant Division Chief for Special Enumerations

**Contact 4: Final reminder email**

Subject: Final Reminder: Take a 5 minute survey about your facility

Dear [first and last name or "Facility Manager"],

This is a *final* reminder to complete our survey. The survey will close on [date]. Please take our 5-minute survey and give us your opinions about our plans for the next census before it's too late.

**Click this link to take the survey:** [Group Quarters Survey](#)

If the link does not work, please copy the link below and paste it into your browser.

**URL**

Thank you for your time and participation.

Sincerely,

Judy G. Belton  
Assistant Division Chief for Special Enumerations