

Invitation email

Subject: Your assistance is needed to evaluate Census Bureau procedures for [Lodging Facilities / Transitional Shelters]

Dear NAME,

We are writing to you because you were our point of contact for your organization for the 2020 Census. As we prepare for the next census, we are seeking assistance from administrators like yourself to help us evaluate the questions and definitions we use to classify various kinds of [lodging facilities / transitional shelters].

We would like you to participate in a virtual meeting to assist us with our evaluation. During the meeting, we will review our questions and definitions, and also discuss the characteristics of your facility and the terminology you use for the services you provide. Your assistance will help us ensure that our questions and definitions are accurate and use clear, appropriate language. The meeting will last up to 60 minutes, and we will schedule it for a time that is convenient for you.

May we schedule you for a Teams meeting in the next few weeks?

Thanks in advance for considering our request, and please feel free to let us know if you have any questions.

Sincerely,

[name]

[usual signature]

Privacy Notice

The U.S. Census Bureau is required by law to protect your information. The Census Bureau is not permitted to publicly release your statements in a way that could identify you. We are conducting this research under the authority of 13 U.S.C. Sections 141 and 193. Federal law keeps your answers confidential (13 U.S.C., Section 9). Your voluntary response will be used to improve the usability of a Census Bureau online instrument. Your privacy is protected by the Privacy Act (5 U.S.C., Section 552a). The information provided may be shared with other Census Bureau staff for the work-related purposes identified in this statement. Participating in this study implies consent for the purposes stated. The Census Bureau strictly adheres to the provisions of the Privacy Act.

Reminder email

Subject: Reminder – Your assistance is needed to improve Census Bureau procedures

Dear NAME,

We are reaching out to administrators of [lodging facilities / transitional shelters] to get your reactions to some changes we are making to our procedures for enumerating people staying in such facilities in the next census. Our goal is to make sure the questions we ask and the definitions we use for these kinds of facilities are clear and accurate. Feedback from professionals like you is critical for us to improve our procedures.

Please consider participating in a virtual meeting with us to share your thoughts and opinions about our plans. The meeting will take 60 minutes and we will schedule it for a time that is convenient for you.

Thanks in advance for considering our request, and please feel free to let us know if you have any questions.

Sincerely,

[name]

[usual signature]

Confirmation email

Subject: Confirming our meeting on DATE at TIME (AM/PM TIME ZONE)

Dear NAME,

Our meeting is scheduled for DAY, DATE at TIME (AM/PM TIME ZONE). I will send a separate calendar invitation with a Teams link.

Before our meeting, we will need you to sign a consent form. This form provides additional information about the study and explains that anything you tell us will be confidential by law. You can access the form using this link:

https://research.rm.census.gov/jfe/form/SV_2oyBruFRtk7IVKS

Thank you for agreeing to meet with us. We are looking forward to speaking with you.

Sincerely,

[name]

[usual signature]

Calendar invite

Hi NAME,

Here is the link to the consent form in case you haven't already signed it:

https://research.rm.census.gov/jfe/form/SV_2oyBruFRtk7IVKS

Thank you,

[name]