

Request for Approval under the “Administration for Children and Families Generic for Information Collections Related to Gatherings” (OMB Control Number: 0970-0617)

TITLE OF INFORMATION COLLECTION: Head Start Registration Form Questions

PURPOSE: The purpose of the collections that use the Head Start Registration Form question bank is to gather appropriate information to plan Head Start related events, gatherings and resource sharing. For example, registration information collected from participants allows meeting/event organizers to plan and compile proper resources and tools for participants. Basic registration data allows participants to be contacted about the event and allows the organizers to appropriately plan for the needs of their audience (for example, by understanding the audience’s familiarity with virtual meetings).

DESCRIPTION OF RESPONDENTS: Head Start grant recipients and other participants of Head Start sponsored events.

CERTIFICATION:

I certify the following to be true:

1. The collection is voluntary.
2. The collection is low-burden for respondents and low-cost for the Federal Government.
3. The collection is non-controversial and does not raise issues of concern to other federal agencies.
4. The information collected is not intended to be disseminated to the public¹.
5. Information gathered will not be used for the purpose of substantially informing influential policy decisions.

Name and affiliation: Jesse Escobar, Data Team Lead, OHS

To assist review, please provide the following information:

BURDEN HOURS

This burden applies to multiple events held throughout the year. It is calculated based on an analysis of registration forms used for previous Head Start-related events. While the submitted question bank includes a variety of possible questions, most past registration forms included only 5 or fewer fields, such as "name" and "email address."

Some questions in the bank are specific to certain events, like those that require detailed planning for larger events or training on specific topics. However, since most past registration forms had

¹ The information collected through this request is primarily for internal review and will not be published. However, for certain activities information submitted by accepted participants, such as research abstracts to be presented in a poster session, may be published on an ACF website or included in a printed or online program for the activity or subsequent publication describing the activity.

only a few fields, we estimate that completing a registration form generally takes participants 1 minute or less. While a few exceptions may require longer forms that take more than 1 minute, these cases are expected to be rare. As a result, we estimate an average participation time of 1 minute per registration form.

Instrument Title	Category of Respondent	Annual No. of Respondents	Participation Time	Annual Burden
Event Registrations	Registrant (including private sector and tribes, states, and local government entities)	34,000	1 minute	566.67 hours

FEDERAL COST: The estimated annual cost to the Federal government is __\$22,100__

Administration of the Instrument

1. How will you collect the information? (Check all that apply)

☒ Web-based or other forms of Social Media

☐ Telephone

☒ In-person

☐ Mail

☐ Other, Explain

Please make sure that all instruments, instructions, and scripts are submitted with the request.