



## CENSUS TOOLKIT FOR THE AFTERSCHOOL COMMUNITY

### What is the census?

The census is a count of people living in the United States that is conducted every 10 years.

### Who does the census count?

The census counts every resident in the United States, including citizens, non-citizen legal residents, non-citizen long-term visitors, and undocumented immigrants.

### When will the census be taken? How do I fill out the census?

In March 2020, households will receive a letter with details on how to fill out the census online. Several additional reminders will be mailed. In April 2020, households that have not responded will be sent a paper census. In May 2020, home visits will begin for households not yet counted.

### Why does the census matter to afterschool programs and the families they serve?

- The results of the census are used to determine how over \$900 billion of federal spending will be allocated **for the next 10 years**.
- Out of the 16 biggest programs with funding tied to census results, **eight** are in education; the largest of these is Title I funding. 21<sup>st</sup> Century Community Learning Centers funding, Child Care Development Block Grant funding, and Title I funding levels are determined by the census results.
- Census data is used widely by both the private and public spheres. If the census count is not accurate, the children, families, and communities we serve stand to lose a host of resources. The groups most likely to not be counted are:
  - Highly mobile persons
  - Racial and ethnic minorities
  - Non-English speakers
  - Low income persons
  - Persons experiencing homelessness
  - Undocumented immigrants
  - Persons who distrust the government
  - LGBTQ persons
  - Persons with mental or physical disabilities
  - Persons who do not live in traditional housing
- Helping to get an accurate census count is one of the most important things we can do to serve our communities.



**Some people in our communities are nervous about participating in the census. Are they at risk?**

- We can reassure families that filling out the census is safe.
- **IT IS A FEDERAL CRIME TO USE ANY INFORMATION OBTAINED IN A CENSUS FORM FOR ANYTHING OTHER THAN AN ACCURATE CENSUS COUNT.**
- Census takers cannot ask for social security numbers, financial information or payment of any kind.

**How can afterschool providers make a difference?**

- Encourage members of your community, including youth 18 or older, afterschool staff, and parents, to apply to be paid census takers. [Applications are available NOW.](#)
- Educate your students, families, and communities about the importance of the census.
- Help facilitate (and even host) events to encourage an accurate census count.



## *More on How Afterschool Programs Can Help Achieve an Accurate Census Count*

**Have trusted individuals, like students and program staff, educate parents and community members about the importance of the census. Key points include:**

- It is safe to answer the census. It is **ILLEGAL** for any census taker to share information from the census with anyone, including housing, law enforcement, and immigration agencies.
- Make sure all family members are counted.
- Young children especially between the ages of 0-4 are by far the least likely to be counted with undercount estimates for the 2010 census at -4.6%.
- Young Black and Hispanic children are less likely to be counted than white children.
- The results of the census will determine the way funding is allocated for programs our community relies on and the way our community is represented in local, state, and federal government, for the next ten years.

**Help connect families to the census.**

- Share information about what the census is and how families can fill out the census.
- Provide families that have access to computers with internet with easy explanations on how to fill out the census accurately.
- Host a census night that provides computers with internet access and easy explanations for people to fill out the census.
- If you have the resources, become an official center where families can fill out the census.
- Connect families to local libraries where they can fill out the census.

**Consider becoming a census partner.**

- [Contact your city and/or county](#) about local Complete Count Committees—local collaborative partnerships working at the community level to ensure an accurate census count.
- [Meet with Census Partnership Specialists](#). The Census Bureau has Partnership Specialists on staff dedicated to helping you ensure that your community gets



- counted. Partnership specialists can help you become a census partner and connect you with the tools and resources that you need to conduct effective census outreach.
- You don't need to make specific commitments to your Census Partnership Specialist, but be ready to give them an idea of the types of census outreach activities your organization would be interested in. Examples include:
    - ✓ Hang an informational poster about the census in your lobby
    - ✓ Have your membership specialists ask adults if they have completed their census
    - ✓ Provide a computer for use when completing their census form online
    - ✓ Give census buttons to staff to wear
    - ✓ Include census information in your e-newsletter, website, and other organizational communications
    - ✓ Participate in a Local Complete Count Committee
    - ✓ Provide volunteers for census events
    - ✓ Promote census job opportunities/host census job fair in partnership with U.S. Census Bureau

## **Use, Organize Around and Share the Map of Under Counted Communities.**

- [This map](#) helps you find communities that have been undercounted in the past. Find the ones in your neighborhood and coordinate outreach and events to reach these individuals and families in particular.



## HOW TO BECOME A CENSUS TAKER

*Afterschool program staff members and students that meet the minimum age requirement can apply to be a census taker, which is a paid, part-time position.*

### **How can I apply to be a census taker?**

The application to be a census taker is available online at [the United States Census Bureau's website](#) and takes about 30 minutes to complete. Your local library may also have resources to assist you throughout the application process. Applications are available in English and Spanish.

Afterschool programs can partner with local libraries to train census takers, help people apply to be census takers, and host census completing events using the libraries' free computers and internet access.

### **What are the eligibility requirements to be a census taker?**

- Be at least 18 years old.
- Have a valid Social Security number.
- Be a U.S. citizen.
- Have a valid email address.
- Be registered with the Selective Service System or have a qualifying exemption, if you are a male born after Dec. 31, 1959.
- Pass a Census-performed criminal background check and a review of criminal records, including fingerprinting.
- Commit to completing training.
- Be available to work flexible hours, which can include days, evenings, and/or weekends.
- Most jobs require employees to: have access to a vehicle and a valid driver's license, unless public transportation is readily available AND have access to a computer with internet and an email account (to complete training).



## *Additional Resources and Fact Sheets*

- [Federal Funding Streams Determined by the Census including state by state distribution of federal funds](#)
- ["Hardest to Count" Neighborhoods Map](#)
- Confidentiality Flyer from the Census Bureau, explaining that it is a crime to use collected data for anything except the statistics the census produces.
  - [English version](#)
  - [Spanish version](#)
- [US Census Bureau: How to Find Local Census Count Committees to Partner with](#)
- [US Census Bureau: Community Outreach Toolkit](#)
- [The Census Project Stakeholder Toolkit](#)
- National Conference of State Legislatures: [How You Can Help the 2020 Census in your State](#)
- ReadyNation: [Data for a Strong Economy: Securing an Accurate 2020 U.S. Census Is Essential for Business](#)

## *Additional Organizations with Resources*

- [American Library Association](#)
- The United States Census Bureau: 2020 Census Resources ([English version](#) or [Spanish version](#))
- [Census Counts](#)



# Afterschool Alliance

- [Leadership Conference on Civil and Human Rights](#)
- [Count All Kids](#)
- YMCA ToolKit – *attached as document*
- [United Ways](#)
- [National League of Cities](#)