

# Meeting Notes

## 1. Census Ambassador Training

- Census ambassadors will be trained volunteers. They will be equipped to staff Complete Count Committee-managed events or host their own events to share information about the 2020 Census.
- The first Census Ambassador training will take place December 16 from 6:30 – 8:30 PM at the Charles Houston rec center.

## 2. Outreach Subcommittee Workplan

- The Subcommittee discussed the workplan. No edits were recommended.

## 3. Events Coordination

Upcoming events discussion

- December 7 - too quick of a turn-around. Instead, Kate G. will coordinate with the Campaigna Center to have flyers available at their location.
- December 7, 13, 18 - Sierra is managing coordination with FACE and ARHA for Winter Wonderland events.
  - FACE has noted that it is unlikely that their Winter Wonderland events (on December 7 and 14) will have space for tabling
- December 21 - Tenants and Workers event. Follow up with Margarita for table
- December 31 – First Night. Subcommittee proposed setting up tables at locations with sufficient space, such as the Durant Center and City Hall
- January 20 – MLK day events
  - Tour de Faith has invited the Committee to promote the Census at Islamic Relief USA and Beth El Synagogue
  - Volunteer Alexandria has invited the Committee to promote the Census at NVCC's Alexandria campus
  - Tenants & Workers will distribute flyers on their bus trip to Richmond
- February 16 – President's day parade
- March 1 – St. Patrick's day parade
- March 3 – Presidential Primary
- April 4 – Eggstravaganza. Follow up with Mary T.

Event organizer guidance

- Committee members will be invited to organize CCC presence at events using Sign-Up Genius

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- Sierra will draft guidance document on responsibilities of event organizers
  - Organizers will be responsible for reaching out to and coordinating with event planners
  - Organizers will identify *when* volunteers will be needed, and *how many* volunteers they will need
  - Organizers will be responsible for coordinating materials pick-up
  - Sierra and Volunteer Alexandria will coordinate volunteers in accordance with organizer guidance

#### 4. Partnership management

- Sierra will amend outreach guidance to include next steps for partner POCs
  - Immediately following initial conversation, share list of upcoming events with Sierra for incorporation into the events calendar
  - Periodically (e.g., monthly) follow up on:
    - Materials distribution (if applicable)
    - Upcoming events