CCC College and University Letter – This is a template for your to fill out. Replace highlighted text with your own text and fill in the charts below

All CCC letters should be emailed to

[Rachel.Dame@state.mn.us](mailto:Rachel.Dame@state.mn.us) and [Ellisa.Johnson@2020census.gov](mailto:Ellisa.Johnson@2020census.gov)

Date:

Marilyn A. Sanders, Regional Director

US Census Bureau

Chicago Regional Census Center

175 W. Jackson Boulevard

Chicago, IL 60606

Dear Ms. Sanders:

This letter confirms the establishment of a complete count committee (CCC) for:

Name of University or college (and specific campus if your institution has multiple campuses)

This CCC will work to raise awareness and encourage participation in the 2020 Census among college and university students, faculty, and staff and their surrounding and relevant communities. We recognize that a complete, accurate census count is necessary for equal political representation, fair distribution of federal and state funding, and sound planning and investment. It requires extensive work to increase awareness about the census and motivate individuals to response.

In particular, as an institution we see it as important that college students learn about the census and realize all the ways that it impacts their lives. Furthermore, participating in the Census is an opportunity for students to become engaged in their communities and develop habits of civic participation that can continue long after graduation.

Not only does the Census afford students the opportunity to become civically involved in their communities, student engagement with the 2020 Census also helps to reduce the historical undercount for college and university students. As highlighted by the Census Bureau, students are listed as a high-risk group for being missed in the 2020 Census. Given this risk, our CCC intends to work on obtaining a complete count for students on our campus.

The key contact for this CCC is (Name the lead or leads of your committee implementing this project)

**Contact Name:**

**Email:**

**Phone Number:**

The work group for this education and mobilization includes the following individuals:

Please list committee members by name and role. Please attach a separate sheet if you need additional space to list committee members.

|  |  |  |
| --- | --- | --- |
| Name | Role | Email |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

(Fill in and add rows as necessary to include all the members in your committee)

To accomplish our goal of supporting a fair, accurate, and responsible count, we as a committee plan to undertake the following activities. Please attach a separate sheet if you need additional room describing activities. If you already have a plan for your campus, you do not need to create a new one. You can simply cut and paste that into this letter or attach it at the end as an appendix. You can set the number of activities that you wish to do and you are only required to do use one digital campaign strategy.

**Activity Responsibility Date**

1.

2.

3.

4.

(For more information, click [Campus Action Plans](https://www.censusedmn.com/campus-action-plans))

**Digital Campaign Outreach Responsibility Date**

1.

2.

(For more information on digital organizing tools click [Campus Complete Count Committee](https://www.censusedmn.com/campus-complete-count-committee))

As part of this project, as a CCC we also agree that (please check if you agree to complete the following required activities)

\_\_\_\_ We have or will participate in a training to help us set up our activities

\_\_\_\_ We will include a digital mobilization component to our outreach efforts

\_\_\_\_ We will provide a brief written report at the end of the academic year that will answer 3-5 brief questions.

We look forward to continuing to work with the Census Bureau, particularly our local Partnership Specialists, to achieve a complete count in Minnesota. If you have any questions about our CCC, please do not hesitate to contact our key contact.

Sincerely,

Signature