**EMPLOYEE EMAIL OR NEWSLETTER CONTENT**

The language below is designed to be copied directly into an employee email, newsletter or other communication. Feel free to modify, as needed.

*Re: Take a Second for your City - Participate in the 2020 Census*

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_:

I am reaching out today to encourage you to participate in the 2020 Census. This year’s Census will determine how billions of dollars in public funding are spent, and Chicago uses federal funding for important community services such as schools, parks, trains, roads and much more. However, if there is an undercount in Chicago, we may not get our full share of the federal resources.

You can complete the questionnaire online, by mail or over the phone. It is safe and private. In fact, federal law prohibits anyone at the Census Bureau from sharing personal census information. The questionnaire is short and asks for basic information (e.g., age, sex, race, type of housing, etc.) for all people living in your household. It does not ask for sensitive information like social security numbers, immigration status or bank account information.

If you have not already completed the form, please take the next 10 minutes to complete the Census online at 2020Census.gov. And, if you have already completed the short questionnaire, thank you, and please encourage your family and friends to do the same. We are striving for a complete count in Chicago and hope that all Chicago residents will take this opportunity to invest in their city.

Thank you,

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