

# Event Planning Guide for Mayor Eric Garcetti's 2020 Census Goodwill Ambassadors

**Host your own community event between now and the end of February 2020!**

As a Census Goodwill Ambassador (CGA), you or your non-profit organization will be leading initiatives to educate your community about the 2020 Census and organizing your neighbors to ensure a full and accurate count for Los Angeles. The City appreciates your commitment to this important cause, and encourages CGAs to host educational events that you believe will work best for your community. Events can take place anywhere that allows you to gather a group! See some examples below:

- Presentation at your local library or community center
- Conversation with friends at a coffee shop
- Potluck with your coworkers during lunch break
- Pizza party with your neighbors at the local park



**Spread the word**  
Recruit your neighbors, friends, and family to be Census Goodwill Ambassadors

**To become a Census Goodwill Ambassador and host a community event, you will need to show a photo ID and follow the steps below:**

1. Attend a CGA training from the Mayor's Office\*, sign the volunteer agreement.
2. Register your community event at [bit.ly/censusevents](http://bit.ly/censusevents)
3. Make sure your guests sign the "Pledge to Be Counted" form, and transfer this information to the survey form the Census team will give you.
4. After your event, you will receive instructions to submit proof of your event online. You are also required to submit a copy of the pledge form and a photo of your event to [Mayor.LAcensus2020@lacity.org](mailto:Mayor.LAcensus2020@lacity.org).

The first 300 individual CGAs may receive a \$100 volunteer appreciation gift.

The first 20 non-profit organization CGA's may apply for a \$500 mini-grant for their event.

*\*You must be there for the entire training to be eligible. Doors close 15 minutes after training start time.*

If you need assistance promoting your public event, finding a location for 25 people or more, or have any additional questions, email the LA City Census Team at [Mayor.LAcensus2020@lacity.org](mailto:Mayor.LAcensus2020@lacity.org)

The City of Los Angeles will provide reasonable accommodation(s) to ensure equal access to its programs, services, and facilities for people with disabilities. To make a request contact the Department on Disability at [DOD.Contact@lacity.org](mailto:DOD.Contact@lacity.org) or (213) 202-5668, five or more working days in advance.



**BE COUNTED**  
LOS ANGELES ✓

## Frequently Asked Questions for Volunteer Appreciation Gifts and Mini-Grants

Census Goodwill Ambassadors bring together their neighbors to encourage them to participate in the census count and can help provide information about the census process to neighbors who may speak a language other than English or who need additional assistance.

Individuals who volunteer as Census Goodwill Ambassadors may receive a volunteer appreciation gift. Non-profit organizations may apply for a mini-grant to organize larger community events.

### How can I host a Census Goodwill Ambassador Community Event?

1. Attend and complete an in-person Census Goodwill Ambassador training with the Mayor's Office and show a photo ID
2. Sign the volunteer agreement
3. Register your event at [bit.ly/censusevents](https://bit.ly/censusevents)
4. Make sure your guests sign the "Pledge to Be Counted" form, and transfer this information to the survey form the Census team will give you.
5. After your event, you will receive instructions to submit proof of your event online. You are also required to submit a copy of the pledge form and a photo of your event to [Mayor.LAcensus2020@lacity.org](mailto:Mayor.LAcensus2020@lacity.org)

### Am I guaranteed to receive a volunteer appreciation gift or organizational mini-grant?

Only the first 300 individual CGAs may receive a volunteer appreciation gift.  
Only the first 20 organizations may apply for an organizational mini-grant.

### Do I have to live in the City of Los Angeles to receive a volunteer appreciation gift or mini-grant?

No, but your event has to take place within the City of Los Angeles' boundaries.

### Where can I host my community event?

Anywhere that you feel comfortable hosting a group of people. It can be in your backyard or living room, or at a local park, library or restaurant. If you'd like help finding a location for your event of 25 people or more, contact us at [Mayor.LAcensus2020@lacity.org](mailto:Mayor.LAcensus2020@lacity.org).

### Who is not eligible for these volunteer appreciation gifts and/or mini-grants?

Those who are not eligible to receive these funds include City of L.A. employees, Mayor's Fund for Los Angeles employees, and elected officials for the City of Los Angeles including Neighborhood Councils.

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[census.lacity.org](https://census.lacity.org)  
#2020Census

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## Frequently Asked Questions for Volunteer Appreciation Gifts and Mini-Grants

**I'm part of a group of community members, but we're not a 501(c)3, can we get the organizational mini-grant?**

You must be a 501(c)3 tax exempt organization to receive the mini-grant, but you and your group can be individual CGAs and work together on your event!

**Can I host an event as an individual CGA and also help an organization I'm affiliated with host a CGA community event?**

Yes. Please register the events separately when you register your event at [bit.ly/censusevents](http://bit.ly/censusevents). If you are within the first 300 Individual CGAs and/or first 20 organizations, the individual volunteer appreciation gift will go to you, while the organizational mini-grant will go to the organization.

**Can I tell an organization about the opportunity and have them register an event on my behalf?**

No, because whoever attends the CGA training must be the one who registers an event. If you work for the organization, then please register the event yourself. If you don't work for the organization, please either recommend that their staff attend an upcoming training ([bit.ly/cgatraining](http://bit.ly/cgatraining)) or host the event as an individual CGA.

**Can my coworker register an event and receive the organizational mini-grant if I tell them about what I learned at the training?**

No. To register an event they need to attend an in-person CGA training. Upcoming dates can be found at [bit.ly/cgatraining](http://bit.ly/cgatraining).

For any questions, email: [Mayor.LAcensus2020@lacity.org](mailto:Mayor.LAcensus2020@lacity.org)

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