



STATE OF WASHINGTON

**OFFICE OF FINANCIAL MANAGEMENT**

*Insurance Building, PO Box 43113 • Olympia, Washington 98504-3113 • (360) 902-0555*

**Census Administrator Training**

**Place:** Office of Financial Management  
General Administration Building  
Forecasting Division, Third Floor Conference Room 318  
Olympia, Washington 98504-3113

**Date:** Friday, February 11, 2011

**Time:** 9:00 a.m. to 2:00 p.m.

This training is intended for cities with little or no census experience, those who want a refresher course, those intending to annex areas with large populations, and anyone who would like to learn what is involved in a special census. If someone from your city would like to attend, please return the enclosed Census Administrator Training Registration Form by February 1, 2011 to Diana Brunink. You may also call or email your intention to attend at any time.

The session includes mapping, recruiting, hiring, counting, and tabulating procedures. Be sure to bring a city map with a scale of about 1" = 400'. You will be given advice and assistance with your mapping at this time.

The legislature will be in session making parking difficult. A capitol campus map with directions to parking lots, from which a shuttle bus runs, can be found at <http://www.ga.wa.gov/Visitor/direction.htm>. A map with additional specific information will be mailed or emailed to persons who send in the registration form.

If staff resources allow, enumerator training may be provided for large censuses. OFM staff is always available by telephone to assist with census questions and procedures.

Call Diana Brunink at 360.902.0597 or email: [diana.brunink@ofm.wa.gov](mailto:diana.brunink@ofm.wa.gov) with any questions.

**CENSUS ADMINISTRATOR TRAINING REGISTRATION  
FEBRUARY 11, 2011**

***Who should attend?***

*This training is intended for cities with little or no census experience, those who want a refresher course, those intending to annex areas with large populations, and anyone who would like to learn what is involved in a special census. Call or email Diana Brunink with any questions. If you decide to attend after this form's due date, please free to call or e-mail and let Diana know.*

***Return by February 1, 2011 to:***

Diana Brunink  
Forecasting Division  
Office of Financial Management  
PO Box 43113  
Olympia, Washington 98504-3113

Telephone Number: (360) 902-0597  
Fax Number: (360) 725-5174  
Email: [diana.brunink@ofm.wa.gov](mailto:diana.brunink@ofm.wa.gov)

Training will be conducted from 9:00 a.m. to 2:00 p.m. in the General Administration Building, Forecasting Division, Third Floor Conference Room 318 in Olympia, Washington.

Driving/parking directions and campus map can be found at  
<http://www.ga.wa.gov/Visitor/direction.htm>.

The following person(s) plan to attend the Census Administrator Training Session on  
February 11, 2011:

_____	_____
_____	_____

Your Name: \_\_\_\_\_

Position: \_\_\_\_\_

City/Town: \_\_\_\_\_

Office Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Email Address: \_\_\_\_\_

Date: \_\_\_\_\_

Telephone: (    ) \_\_\_\_\_

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Office of Financial Management  
Forecasting Division  
PO Box 43113  
Olympia WA 98504-3113

*Place  
Stamp  
Here*

DIANA BRUNINK  
OFFICE OF FINANCIAL MANAGEMENT  
FORECASTING DIVISION  
PO BOX 43113  
OLYMPIA WA 98504-3113