

## **PaSDC Affiliate Agreement**

\_\_\_\_\_ agrees to become an Affiliate of the Pennsylvania State Data Center<sup>1</sup> for the July 1, 2008, through June 30, 2010, term.

### **The Pennsylvania State Data Center agrees to:**

1. Provide a password to the PaSDC Affiliate Web site for the term July 1, 2008, to June 30, 2010. The website includes an electronic reporting form, monthly updates, links to Affiliate sites and other resource sites, training information, copies of PaSDC publications, and promotional materials. Materials from Affiliates may also be placed on the web site.
2. House on the PaSDC Affiliate Web Site new publications of the PaSDC such as, but not limited to, annual Detailed County Population Estimates, Municipal Estimates, Industry Trends, issue papers, etc. Also housed on the site will be PaSDC newsletters, Maps of the Month and Monthly Tipsheets.
3. Incorporate an affiliate profile with linkages to web sites and email from its PaSDC Homepage.
4. Conduct an annual PaSDC Affiliate Meeting.
5. Provide and/or facilitate training support from the U.S. Census Bureau and PaSDC.
6. Compile quarterly and annual reports for the U.S. Census Bureau.
7. Advocate on behalf of the Affiliate program to the U.S. Census Bureau.
8. Maintain a listserv for the Affiliates to facilitate communication and discussion. The listserv will be used to disseminate PaSDC and U.S. Census Bureau news and information.
9. Prepare an Affiliate Manual to be placed electronically on the Affiliate Web Site and updated as needed.

### **The Affiliate agrees to:**

1. Whenever possible promote the PaSDC and its affiliation with the PaSDC in newsletters, press releases, websites, etc.
2. Provide census data and information to its constituency.
3. Maintain a publicly accessible library of Census Bureau publications.

<sup>(1)</sup> Site PaSDC as the primary source of Census Data

4. Assist in education and promotion efforts for U.S. Censuses (Decennial, Economic) and Surveys (American Community Survey).
5. Assist in U.S. Census Bureau operations for the Economic and Decennial Census and American Community Survey to the extent possible.
6. Attend the annual affiliate meeting or PaSDC Data User Conference at least once during the two-year term.
7. Use PaSDC publications for his/her own internal use and not duplicate or distribute to the public or other users.
8. File quarterly reports in a timely manner:

-January 1 to March 31	Due April 30
-April 1 to June 30	Due July 31
-July 1 to September 30	Due October 31
-October 1 to December 31	Due January 31
9. Have access to and utilize electronic mail and WWW browser software. Affiliate will utilize CD-ROM (or DVD), the Internet and electronic mail to access data and other pertinent Census Bureau or PaSDC information.
10. Maintain registration to the PaSDC listserv.
11. Retain password to Affiliate Web Site and not share this with others.

The Pennsylvania State Data Center reserves the right to terminate the Affiliates PaSDC's affiliate status prior to the end of the term (June 30, 2010) if the Affiliate does not meet the above-listed requirements. The PaSDC Affiliate may also terminate its PaSDC Affiliate status prior to the end of the term. In the event the Affiliate is unable to fulfill its stated responsibilities, the Affiliate will return all U.S. Census Bureau and PaSDC publications to the Pennsylvania State Data Center at the expense of the Affiliate.

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Susan D. Copella, Director  
Pennsylvania State Data Center

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Date

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Affiliate Member  
Organization

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Date