

Field Fact-Gathering Work Plan: Topic, Source, and Person Responsible

This worksheet was created by The Denver Foundation's Inclusiveness Project (www.nonprofitinclusiveness.org) to support organizations doing inclusiveness work.

Users are encouraged to customize the worksheet to meet the needs of their respective organizations.

Instructions

Write your definition of field here as defined in **Definition of Field**:

- Fill in column 1 (Field Information) by writing in all the “high priority” areas as identified in Exercise **Selecting Facts to Collect about Your Field**.
- Fill in column 2 by considering known sources and by researching other sources.
- Fill in column 3 by assigning a person responsible for gathering the facts.

Field Information	Fact Source	Responsible Person

Name of Organization _____

Date Exercise Completed _____