Selecting Facts to Collect About Your Organization

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.

The following information will help you understand how your organization is faring internally in relation to inclusiveness practices. It will be particularly useful to compare your organizational information with the **information on your community** and **information on your field**.

There are many types of information that you may want to collect about your organization.

Instructions
- Select the areas that are most relevant to your inclusiveness initiative. (This is a particularly good time to ask for feedback from people in your organization who are not a part of the Inclusiveness Committee. For example, you may want to ask each department to decide the fact-gathering areas that are pertinent to their particular work.)
- For each area, mark an "X" on the following charts to indicate whether the area is a high priority or low priority for your inclusiveness information-gathering process. You need not gather this information at this time. First, simply focus on priority level.
- Use the "other" lines to add other priority areas.

Mission/Values

Organizational Information	High Priority	Low Priority
1. Our mission states a connection or commitment to inclusiveness.		
2. Our values state a connection or commitment to inclusiveness.		
Other		
Other		

Organizational Information	High Priority	Low Priority
Other		

Board of Directors

Organizational Information	High Priority	Low Priority
1. Percentage of directors: race/ethnicity		
2. Percentage of directors: immigrant/U.S-born		
3. Percentage of directors: monolingual/bilingual/English-only speakers		
4. Percentage of directors: income level		
5. Attention to issues of inclusiveness with organizational policies and bylaws		
6. Specific organizational efforts to increase directors' knowledge in regards to communities of color		
Other		
Other		
Other		

Personnel (Staffing, Recruiting, Hiring/Firing, Promotions, Mentoring, and Contracting)

Organizational Information	High Priority	Low Priority
1. Percentage of staff: race/ethnicity		
2. Percentage of staff: immigrant/U.S-born		
3. Percentage of staff: monolingual/bilingual/English-only speakers		
4. Percentage of staff: income level		
5. Pay equity: Are people in the same job with similar professional backgrounds and different racial/ethnic backgrounds receiving the same compensation?		
6. Overtime: Are there irregularities in how overtime is administered for racial/ethnic groups?		
7. Recruiting: What is the racial/ethnic background of the people who are being interviewed for staff positions?		
8. Retention: What is the turnover rate by race/ethnicity?		
9. Holidays: Are different religious and ethnic holidays recognized and respected in terms of release time for employees, program planning, and food for public and staff events?		
10. Policies: Does the organization have a written equal employment opportunity policy?		
11. Policies: Does the organization have a written affirmative action plan?		
12. Staff Diversity: Does the current level of diversity on the staff represent a change from past years? Greater or lesser?		
13. Staff Diversity: Are people of color equally represented at all levels and in all departments?		

	High Priority	Low Priority
14. Inclusiveness Advocacy: Does anyone have specific responsibility for promoting inclusiveness? If yes, who (by position)?		
15. Absenteeism: Are certain racial/ethnic groups absent more often than others?		
16. Staff Language Capacity: Are there specific efforts or incentives to hire and retain staff who speak languages common among our constituents?		
17. Continuing Education: Are there professional advancement and continuing education opportunities for all staff? If so, are there formal procedures for administering these benefits?		
Other		
Other		

Organizational Culture

Organizational Information	High Priority	Low Priority
1. Discussions pertaining to race and ethnicity: Are there opportunities to have such discussions?		
2. Work environment: Are there opportunities for expression of concerns and comments about the work environment?		
3. Work environment: Are responses to concerns and comments handled respectfully and in a timely manner?		
4. Is there welcome, acceptance, and appreciation for employees of diverse racial/ethnic groups?		

Volunteers and Helpers

Organizational Information	High Priority	Low Priority
1. Percentage of volunteers: race/ethnicity		
2. Percentage of volunteers: immigrant/U.S-born		
3. Percentage of volunteers: monolingual/bilingual/English-only speakers		
4. Percentage of volunteers: income level		
5. Percentage of volunteers: zip code or neighborhood		
6. Are there specific volunteer campaigns targeted at communities of color?		
7. Are there training programs for volunteers on working with communities of color?		
8. Is the average tenure of volunteers of color similar to or different from the average tenure of white volunteers?		
9. Are issues of inclusiveness addressed in volunteer-related policies?		
Other		
Other		

Programs and Constituents

Organizational Information	High Priority	Low Priority

1. Do programmatic efforts address the needs and assets of communities of color?		
2. Are issues of inclusiveness addressed in program-related policies?		
3. Are resources dedicated to programmatic activities specifically directed at communities of color?		
4. Percentage of clients: race/ethnicity		
5. Percentage of clients: immigrant/U.S-born		
6. Percentage of clients: monolingual/bilingual/English-only speakers		
7. Percentage of clients: income level		
8. Percentage of clients: zip code or neighborhood		
9. Are issues of inclusiveness addressed in client-related policies?		
Other		
Other		
Other		

Marketing and Community Relations

Organizational Information	High Priority	Low Priority

1. Are formal and informal outreach activities and policies directed at communities of color?		
2. Are efforts made to get feedback from communities of color regarding the organization, its programs, materials, location, or other topics?		
3. Are resources dedicated to outreach activities directed at communities of color?		
4. Does the organization engage in collaborative partnerships with organizations that predominantly serve communities of color?		
Other		
Other		
Other		

Fundraising and Membership

Organizational Information	High Priority	Low Priority
1. Percentage of donors: race/ethnicity		
2. Percentage of donors: immigrant/U.S-born		
3. Percentage of donors: monolingual/bilingual/English-only speakers		
4. Percentage of donors: income level and/or wealth		
5. Percentage of donors: zip code or neighborhood		

Other		
Other		
Other		
6. How much money is contributed by people of color? (actual and as a percentage of total contributions)		
7. Are issues of inclusiveness addressed in development policies?		
8. What is the involvement of people of color in fundraising events?		
9. Percentage of members: race/ethnicity		
10. Percentage of members: immigrant/U.S-born		
11. Percentage of members: monolingual/bilingual/English-only speakers		
12. Percentage of members: income level		
13. Percentage of members: zip code or neighborhood		
14. Are issues of inclusiveness addressed in fundraising and/or membership-related policies?		
Other		
Other		
Other		

Contractors and Vendors

Organizational Information	High Priority	Low Priority
1. Percentage of contractors/vendors: race/ethnicity		
2. What is the number of contracts awarded to contractors/vendors of color? (actual and/or as a percentage of total contracts awarded)		
3. Are issues of inclusiveness addressed in contractor/vendor-related policies?		
Other		
Other		☐
Other		

Other Relevant Organizational Information

Organizational Information	High Priority	Low Priority
Other		
Other		
Other		

Name of Organization _____

Date Worksheet Completed _____