

## Defining Inclusiveness and Diversity for Your Organization

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

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

(Note: You can return to this task anytime you think that a revision is necessary.)

Decide which diverse communities you will focus on through your inclusiveness initiative.

Use your existing knowledge of your community; your clients, staff, board, donors, and volunteers; and your field to make this decision.

Remember, you can always revisit this exercise after completing **information-gathering**, in which you will formally collect data about your community, organization, and field. That data may provide you with new information that affects your decision about the communities to which you will reach out.

### **Instructions**

Write the communities or characteristics that you will focus on in your inclusiveness initiative here:

Discuss what diversity and inclusiveness mean to your organization and try to come to consensus about these definitions. You may wish to use the following questions to further your discussions of these terms:

- What words, phrases, or images come to mind when you hear the words inclusiveness and/or diversity?

