

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

*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.*

### Instructions:

- Fill in column 1 (Organizational Information) by writing in all the “high priority” areas as identified in **Selecting Facts About Your Organization**.
- 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.

Organizational Information	Fact Source	Responsible Person



**Name of Organization** \_\_\_\_\_

**Date Worksheet Completed** \_\_\_\_\_

