

## Selecting Facts to Collect About Your Field

*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.*

There are many types of information that may be helpful for you to collect about your field.

### Instructions

- Select the areas that are most relevant to your inclusiveness initiative.
- For each area, mark an "X" to indicate on the following charts whether the area is a high priority or low priority for your inclusiveness assessment process. You need not begin gathering information at this point; first, simply focus on determining the priority level for each area.
- Use the "other" lines to add other priority areas.

### Field-Wide Facts on Clients/Beneficiaries

Field Information	High Priority	Low Priority
1. Racial/ethnic breakdown		
2. Income levels		
3. Percentage of immigrant and U.S.-born individuals		
4. Historical information on changes of constituent groups (board, staff, clients or customers, volunteers, donors, or the community)		
5. Projected changes of constituent groups		
Other		
Other		

Other		
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**Field-Wide Facts on Staff/Board/Volunteers**

<b>Field Information</b>	<b>High Priority</b>	<b>Low Priority</b>
1. Racial/ethnic breakdown		
2. Income levels		
3. Percentage of immigrant and U.S.-born individuals		
Other		
Other		
Other		

**Field-Wide Facts on Inclusiveness Topics**

<b>Field Information</b>	<b>High Priority</b>	<b>Low Priority</b>
1. Best practices and barriers in the field in relation to inclusiveness		
2. Data on the extent to which people of color are impacted by the issue that our field addresses (e.g., African Americans and diabetes; Native Americans and higher education scholarships)		
3. Market research on attitudes of people of color toward the field		

4. Data on giving trends of people of color to the field		
Other		
Other	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	

**Other Information on Similar Organizations**

<b>Field Information</b>	<b>High Priority</b>	<b>Low Priority</b>
1. Mission and values		
2. Board of directors		
3. Personnel: staffing, recruiting, hiring/firing, promotions, mentoring		
4. Organizational culture		
5. Volunteers and helpers		
6. Programs and constituents		
7. Marketing and community relations		
8. Fundraising and membership		
Other		
Other		

Other		
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**Other Field-Wide Facts Relevant to Our Organization**

<b>Field Information</b>	<b>High Priority</b>	<b>Low Priority</b>
Other		
Other		
Other		

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

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