

Willard Belongingness & Inclusion Committee PTO Event Checklist. Purpose: This checklist will help promote equitable planning, inclusion and belongingness for all in the Willard community.

- Determine **target audience** within the community (Willard families, just students, siblings invited, guests etc) and ensure event is inclusive to:
 - Families of color
 - Families with different structures, like same sex couples, blended families, multi-generational
 - Families from all socio-economic backgrounds
 - Families of students with special needs and ability levels
 - Families of all religious backgrounds
 - Multilingual families
 - Consider using language like Adults or Grownups in lieu of Dads, Grandparents, Guardians (not only moms)
 - Families with dietary restrictions/allergies
- Choose a date that strives to **avoid religious and cultural days of observance**
- Consider **physical environment** and determine if there needs to be wheelchair accessibility for those with physical limitations or senior citizens in attendance
- Consider **sensory environment** and provide quiet room or reprieve if event is considered “high stimuli” - i.e. bright lights, loud music, enclosed space
- (For student-related events): Feel free to contact Ingrid Payne for thoughts or perspective re: if any accommodations should be considered for **neurodivergent learners (optional)**
- Ensure **event budget accommodates for B/I needs**. Confirm event budget with the PTO treasurer willardptotreasurer@gmail.com
- Ensure **communications surrounding event include necessary B/I language** re: neurodiverse, sensory, physical and financial accommodations
- Promote the event over multiple platforms** to a representative range of prospective attendees. Possible communication channels include: Wizard Weekly three weeks in advance, promoted on social media, FB, Instagram. Enclose a take home flyer in backpacks, Town Hall, afternoon announcements at school, Posters, emailed or directly contacted people, classroom parents send email, teacher’s make announcement during school day)
- Provide financial assistance or materials needed to participate in the event (i.e. science fair) if it’s a barrier to attendance**. Partner with the school social worker to provide access for all.
- Provide **sign up genius** for volunteers at the event
- Ensure the event uses gender neutral language. Avoid binary language when grouping and identifying students. You could say “learners” or “mathematicians” or “readers” or “friends.”

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