

COTTONWOOD INSTITUTE EQUITY, DIVERSITY, AND INCLUSION PLAN

Equity, Diversity, and Inclusion Statement:

Cottonwood Institute (hereinafter referred to as CI) values the perspectives and contributions of people from all backgrounds, cultures, and communities and strives to create inclusive and empowering environmental education and service learning programs, accessible to all.

CI, its board, staff, contractors and volunteers, strives to create a welcoming and inclusive environment, regardless of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in all of its activities and operations. These activities include, but are not limited to, students, hiring and firing of staff/contractors, selection of volunteers, selection of vendors, and provision of services.

Equity, Diversity, and Inclusion Goals:

- 1.) Develop and sustain a mutual understanding and continual emphasis of the importance of Equity, Diversity, and Inclusion work at CI.
- 2.) Develop and sustain a board, staff, contractors, and volunteer base that is representative of the diversity in the communities we serve.
- 3.) Develop and sustain inclusive programming in partnership with the diverse communities that we serve.

Equity, Diversity, and Inclusion Plan:

GOAL 1: Develop and sustain a mutual understanding and continual emphasis of the importance of equity, diversity, and inclusion work at CI.

1. CI will offer a basic equity, diversity, and inclusion training and its connection to the mission of Cottonwood Institute will be hosted by CI for staff and board members by 12.2017.
2. At least one staff member will attend a workshop, conference, or training related to equity, diversity, and inclusion once a year and will share their findings and make recommendations to the Executive Director, staff and board members following the training by 12.2017.
3. Review and update the CI Equity, Diversity, and Inclusion with board members at least once a year to assess effectiveness by 12.2017.
4. Add CI Equity, Diversity, and Inclusion Statement to CI's website and provide a

link to this document by 2.2017.

GOAL 2: Develop and sustain a board, staff, contractors, and volunteer base that is representative of the diversity in the communities we serve.

1. Create a recruitment plan to recruit individuals of diverse race, ethnicity, gender, and income for CI by 12.2016.
 - a. Develop a list of outlets, organizations, websites, etc. that will be included in all efforts to promote opportunities to diverse audiences, organizations, and sites that reach people representative of the diversity in the communities we serve by 12.2016.
 - b. Offer two alumni-only events per year to include and encourage past CI participants from the diverse communities CI serves to reengage with CI by 12.2017.
 - c. CI will invite 21+ alumni to attend CI's regular events throughout the year.
2. Hire and retain 2 contracted instructors representative of the diversity in the communities we serve by 12.2017.
3. Hire and retain one fulltime staff who is bilingual and representative of the diversity in the communities we serve by 1.2017.

GOAL 3: Develop and sustain inclusive programming in partnership with the diverse communities that we serve.

1. Create a partnership plan that will focus on building relationships with organizations and schools that further our mission by 8.2017.
 - a. Develop and maintain contractual relationships that are meeting the needs of underserved communities in Boulder County, Westwood, Northwest, and Northeast Denver that would otherwise not have the means to access nature by 12.2017.
2. Ensure that programming materials are accessible to students, schools, parents and guardians in Spanish.
 - a. Translate participant paperwork, marketing materials, and CI video into Spanish by 8.2017.
 - b. Identify and translate curriculum or program documents to translate by 8.2017.
3. Create a donor cultivation plan and translate fundraising materials into Spanish to reach broader, more diverse donor base by 10.2017.