



## YOU BELONG HERE GUIDE TO INCLUSIVE PROGRAMMING

Urbana Park District (UPD) is committed to creating and promoting inclusion across all public spaces, places, facilities and programs that the district manages. Through the UPD You Belong Here Inclusion Strategy, we welcome and support recreation experiences for everyone, while encouraging an inclusive and responsive staff culture. Celebrating inclusion regardless of age, ethnicity, culture, income, ability, interests—everyone and anyone belongs here!

This guide is a resource for managers and coordinators to utilize when planning and implementing programs, services, and events to ensure inclusion for all. Keep in mind that this list is dynamic and will evolve. While this document will serve as a guide to promote inclusion through programming, marketing, representation and accessibility, it is encouraged for you to reference this document when developing program guide text.

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### Programming

- Be cognizant of culturally sensitive program dates/hours
- Offer social activities that support social-emotional learning opportunities (i.e., social clubs, arts and crafts, music, dancing, cultural classes)
- Create a safe environment for participants, staff, and volunteers to identify their personal pronouns and respectfully be addressed by them
- Look for opportunities to collaborate with community organizations in providing services for marginalized communities (Uniting Pride, CUSR, UNCC, CHAD, DSC, Immigrant Services of CU, Community Choices, CU Trauma and Resiliency Initiative)

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### Marketing/Advertising

- Use inclusive language when developing flyers, writing program guide text, and posting on social media/website.\*
- Use established connections through the Outreach & Wellness department to target marketing efforts toward underserved populations
- Consider adding messaging to promotional materials or on display in facilities that assure all community members that they are welcome

## Representation

- Hire diverse volunteers, part-time and seasonal staff; use a couple of DEIJ hiring questions on your interview tools \*
  - Signage and additional facility enhancements (artwork, murals, safe zones etc.) that promote diversity and inclusion
  - Celebrate diverse heritages and cultural holidays through programs, partnerships, and media platforms \*
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## Accessibility

- All programs should allow participants to request modifications upon registration
- Connect with Outreach & Wellness department to get materials translated; especially for free to low-cost programs and events
- Seek opportunities to collaborate with and cross promote through Champaign-Urbana Special Recreation for programs and events.
- Turn closed captioning on any video or media posted
- Always use 12pt or larger font on all printed materials
- Look for opportunities to alleviate transportation barriers by utilizing Urvana to bring accessible programs, events, activity supplies, and on-site registration to underserved communities.
- Consider all abilities when making program and event cancellation decisions due to inclement weather.

**If you are interested in additional diversity, equity, and inclusion reading materials or professional development opportunities contact the You Belong Here Matrix Team Co-Chairs, Jameel Jones or Chelsea Prah.**

\* Can be found in the [You Belong Here Resource Folder](#)