Racial Equity in Learning Checklist

This checklist is designed to help people implementing learning programs in the nonprofit sector champion an equity and anti-racist commitment within their organizations or communities. This tool is designed to start conversations and is no way all-inclusive.

Gratitude: A whole lot of individuals and "How to Teach Online" course participants contributed to this list. Thank you!

Quick definitions *A longer glossary can be found here.*

Diversity	Everyone/every perspective is at the table
Inclusion	Everyone has a place and is engaged at the table
Equity	A process and an outcome that lands on everyone's needs being served
Anti-racist	An active process of identifying and eliminating racism so power is distributed and shared equitably

LEADERSHIP

☐ Evaluate your **organization's practice** as an anti-racist organization.

☐ State your **commitment** to operating in an anti-racist manner (i.e. create a non-discrimination policy and/or equity statement).

☐ Build a **shared definition** of equity and anti-racism and what it means for your organization

☐ **Budget** for accessibility and anti-racist work as a part of general operating expenses. This could include training, scholarships, outreach, stipends, and more.

☐ Schedule time for **reflection**.

STRATEGY

☐ Connect your equity commitment to your organization's **mission and vision**.

☐ Collect **formative and summative data** to measure how well your process and outcomes meet your equity (SMARTIE) goals.

☐ Collect data to measure your progress in **who you are involving in your programs** and how they are experiencing your organization.

☐ Demonstrate an **understanding of the people you serve** in how you build out your strategic offerings. It could be the people you serve needs programs outside of the traditional work week.

☐ Set **vendor** diversity goals and measure progress regularly.

COMMUNITY

☐ Build formal **partnerships** with organizations led by people of color, and *actively engage in them* (formal partnership agreement, co-hosting activities, shared invitations, etc.)

☐ Build a **compensated network** of translators, reviewers, or advisors of color.

☐ Hear and integrate into your work **stories** that represent the diversity of people in your community.

☐ **Find funders** willing to underwrite the investment in equity work.

☐ **Educate funders** about the importance of underwriting equity work or the general operating expenses that include equity work.

CAPACITY

☐ **Hire staff or volunteers** who represent communities of color, immigrants, or refugees at a rate that matches or exceed the population they serve.

☐ **Hire trainers or consultants** who represent communities of color, immigrants, or refugees at a rate that matches or exceed the population they train/work with.

- ☐ Have a **structure to _support_** employees, volunteers, and trainers of color once hired. Consider a formal structure (connected to the HR function) to ensure value and accountability and informal (outside of HR) to ensure a safe space. Understand the power difference in each of these scenarios.
- ☐ Have a structure to keep your organization **accountable** to its commitment. If you are a small organization (< 10 people), integrate this structure into on-going meetings and planning. If you are a larger organization, create an equity committee. **Evaluate** the impact of this structure through an anonymous, third party survey.
- ☐ Integrate equity and anti-racist efforts into your organization's **professional development program**. Offer formal or informal learning opportunities at least quarterly. Consider three levels of professional development:
  - ○ **Individual**: Topics such as bias, white privilege, micro-aggressions
  - ○ **Organization**: Place, space, and people where your work takes place
  - ○ **Society**: Intersections of race, class, and gender to understand institutional 'isms' (red-lining, racist banking policies, educational inequalities, etc.)
- ☐ Make equity/anti-racist training part of every **supervisor's performance expectations**.
- ☐ Create **systems** to manage accessibility/equity information and tools.
  - ○ Translators/translations
  - ○ Contracts developed with an equity lens
  - ○ Stories from diverse experiences
  - ○ Graphics that show diverse people
  - ○ Closed-captioning and other audio/visual supports
  - ○ Registration system that asks about accommodations
- ☐ Provide **advisors** with equipment (computer, phone, hotspot, online platform license) to participate and engage.
- ☐ Widen the lens of **holiday acknowledgement** to include: Lunar New Year, Juneteenth, Día del Nino, etc.

CURRICULUM & INSTRUCTION

People
- ☐ Develop a deep **understanding** for the people you are serving.
- ☐ Meaningfully involve the people you serve in **course creation**.
- ☐ Meaningfully involve the people you serve in the **review process** of your training or curriculum.

Curriculum
- ☐ Evaluate your existing curriculum to ensure that they promote equity. Update as needed.
- ☐ Embed equity principles in **new curriculum**.
- ☐ Update your **language** if historically racist words or phrases are used.
- ☐ Draw on the **stories** of the people you serve in your curriculum.

Delivery
- ☐ Demonstrate your equity commitment by intentionally creating a welcoming environment at all **events.**
- ☐ Integrate **land acknowledgement** in opening statement.
- ☐ Recognize your **positionality and privilege** and how it impacts your perspective.

COMMUNICATIONS

- ☐ Ensure that your **internal communications** are inclusive and culturally responsive.
- ☐ Communicate the value of your programs in an **asset-framing manner** (defining people by their aspirations and not challenges).
- ☐ Invest in marketing that has an authentic **equity lens**.
- ☐ Use representative **photo stocks.**
- ☐ Build a network of diverse **media** and marketing hubs.