

**Total  Inclusion!**

**SELF REFLECTION TOOL**

# Total Inclusion Self-Reflection Tool

This self-reflection tool is designed to help you and your camp identify the work you already do to make your camp an inclusive space. This work is rooted in continuous improvement. We believe that improvements to inclusion at camp are not a checklist of items but are cyclical and deserve to be continuously assessed and improved. Continuous improvement requires acknowledgement that we don't know what we don't know and getting things wrong. When we pair that with the difficult personal work around equity, it requires vulnerability and discomfort and actively searching for areas in which we can learn and grow. We hope that approaching the work in this way will support the flow of committing to continuous improvement and advancing diversity, equity, and inclusion (DEI) work within your camp and community.

This self-reflection tool is intended to offer opportunities for you and your organization to engage with sections as needed. While the content is presented linearly, depending on your practical experience and your organization, you do not need to work through each section in order. You might even spend more time with certain sections and less on others! This tool is intended to ask you leading questions that require you to reflect on your camp and think about policies and processes that you might usually take for granted. The more honest and reflective you can be through the process, the more you will get out of this tool.

**A note on methodology:** There are a set of surveys at the end of this document, one for staff, one for campers (or camp families / anyone that uses your facilities), and one for board members. These surveys will be referred to in some questions, and you are encouraged to have the surveys completed before you work through this resource.

## **ORGANIZATION and ADMINISTRATION**

First we are going to talk about your organization as a whole, as well as your public materials and administration.

1. Do you have an inclusion or welcome statement?

Yes

No

2. If so, please enter it here

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3. Read your welcome statement to yourself, out loud if possible. Reflect on the statements and/or goals you set for it. Do you think your welcome statement accurately reflects your organization as it is right now?

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4. How clear and intentional do you find your welcome statement to be? Do you see any opportunities to be clearer?

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5. Who was part of developing the welcome statement? Take a moment to reflect on the makeup of the group that developed it.

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6. How visible is your welcome statement? Do you have it on your website? On your printed materials? How do you think you could make it more visible?

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7. How did your staff answer about your camp's welcome statement? Did the answer surprise you?

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8. Read over your website's home page and main printed materials. How intentional do you find the language? Have you or your staff reviewed this material recently and considered the language use?

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9. Think about your training process. How do you include diversity in your summer staff training? Do you have a separate module, or do you include sections in each area about diversity? Do you have other ways that you include diverse perspectives in your training?

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10. When training year-round and/or support staff, do you include diversity components? How else do you make sure that all staff are included in your diversity efforts?

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11. Do you have a clear housing policy? Does your housing policy clearly define how you place campers in cabins? How do you communicate this information to campers?

Ask your Program Director what your housing policy is. What did their answer tell you? Were they able to clearly explain the policy to you, and would a caregiver be able to understand this policy?

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12. Have you developed a policy on gender identity? If so, how was this policy developed? Is it clearly stated publicly? As part of this, or separately, do you have a stated policy on pronoun usage?

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13. Do you have a bullying policy that specifically names:

Circle Each

Race

Gender Identity

Sexual Orientation

Physical Disability

Neurodivergence

14. How does your staff and staff culture reflect and model these policies? Can you think of an example of a time your staff has directly demonstrated this policy to summer staff?

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15. Was there anything in your staff survey that surprised you? Why do you think you were surprised?

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16. Do you have a policy in place for reporting and addressing discrimination or harassment for:

Circle all that apply.

People who are LGBTQIA+

People of Color

People with Disabilities

17. Have you had any issues reported recently regarding discrimination or harassment? If so, take a moment to reflect on the report and the process. Do you feel that the report was handled appropriately? Are you satisfied with the outcome? What did you learn from this process that could improve the process in the future? Is there anything impeding your ability to change these processes?

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Does your Board have any members who identify as:

Circle all that apply.

A Person with Disabilities

LGBTQIA+

A Person of Color/Native

Intersectional

19. How do you recruit new board members? Are you intentional in diversifying your board? Have you received any feedback from former board members about your board makeup? If so, how did you respond to this feedback?

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20. Was there anything in your board survey that surprised you? Why do you think you were surprised?

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21. Does your Leadership Team and staff have any members who identify as:  
Circle all that apply.

A Person with Disabilities

LGBTQIA+

A Person of Color/Native

Intersectional

22. How do you recruit new staff? Are you intentional in diversifying your leadership team? Have you received any feedback from former staff members about your staff makeup? If so, how did you respond to this feedback?

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23. When hiring summer staff, how do you communicate your cabin assignment process?

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24. How do you collect camper demographics? Can your leadership team and/or board speak to year-over-year demographic trends?

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## **CAMPER and COMMUNITY ENGAGEMENT**

This section will ask you to reflect on your physical camp as well as camper recruitment and outreach.

25. Does your camp have ADA accessible bathrooms?

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26. If so how many?

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27. Does your camp have paved pathways and curb cuts?

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28. Are there any main areas that are only accessible by stairs?

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29. Please describe your inclusion plans for programming involving neurodiverse campers.

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30. How do you adapt existing programs and activities to support participants with diverse physical, sensory, and cognitive needs?

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31. Do you have a sensory room?

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32. How do your bathrooms and changing rooms prioritize the privacy of all campers? How can you improve camper privacy? What barriers do you have to this improvement?

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33. What is your policy for accommodating neurodivergent staff?

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34. How do you communicate with kitchen staff about food allergies? Do you feel that the alternatives that you offer are equitable to the main meal?

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35. How do you address campers with financial need? Are these opportunities clearly communicated? How do you determine need-based awards? What is your plan for campers who do not arrive at camp with all the needed supplies?

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36. How do you collect camper feedback? Who reviews this feedback? What is the most recent change you have made based on camper feedback?

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37. Was there anything in your camper survey that surprised you? Why do you think you were surprised?

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38. When connecting with your community, how do you make sure you include diverse communities?

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## **LEADERSHIP DEVELOPMENT**

39. How do you determine staff promotions? How do you communicate this policy? Please reflect on how your leadership team mentors staff. How can you improve or formalize this process?

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40. How do your leadership demographics compare to your summer staff demographics?

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41. How do you prepare to welcome diverse staff?

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42. How do you perform outreach to diverse staff?

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43. What is your safety plan for diverse staff on campus?  
What is the safety plan for diverse staff when off campus?

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44. What are your organization's goals for camper diversity? How is your board supporting this goal? Does your board have a diversity committee/task force? What was the most recent recommendation?

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45. What kind of diversity training has your board had? How often do you perform the training?

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46. Describe your organization's connections with local government authorities (town leadership, law enforcement, etc)  
Are these authorities aware of your diversity goals?

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47. What is your crisis PR plan? Do you have a plan in place for social media "brigading"? Other coordinated social media pushback? When was the last time you reviewed this plan?

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48. How do you prioritize budgeting for diversity initiatives?

Have budget concerns been raised as a barrier to diversity initiatives? How have you responded to those concerns?

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49. What Total Inclusion related item are you most proud of?

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50. What is one thing that came up during this self-reflection that you can enact in the next month?

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Thank you for participating in the self audit tool. Diversity, equity, and inclusion is an ongoing journey, and we encourage you to revisit this tool as your camp continues to grow.

# **Total Inclusion Self Reflection Tool – Board Member Survey**

This brief survey is intended to be used internally by the camp you received it from to inform their reflection and growth in their efforts to better include all people in their camping ministry. Honest and clear answers will help your camp better grow and take stock of where they are at and where they could go.

What does your camp do well to welcome others, especially people from traditionally marginalized groups?

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What has your board done do support/facilitate greater welcome for all campers?

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What was the last conversation your board had about diversity, equity, and inclusion? What was the result of the conversation?

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# **Total Inclusion Self Reflection Tool – Staff Survey**

This brief survey is intended to be used internally by the camp you work at to inform their reflection and growth in their efforts to better include all people in their camping ministry. Honest and clear answers will help your camp better grow and take stock of where they are at and where they could go.

What does your camp do well to welcome campers and staff from traditionally marginalized groups?

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Do you feel supported and prepared by the camp to welcome campers from backgrounds and experiences outside your own? Can you give an example of how you have been supported?

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Does your organization have a welcome statement? If so, what is it?

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# **Total Inclusion Self Reflection Tool – Camper Survey**

This brief survey is intended to be used internally by the camp you received it from to inform their reflection and growth in their efforts to better include all people in their camping ministry. Honest and clear answers will help your camp better grow and take stock of where they are at and where they could go.

What does your camp do well to welcome others, especially marginalized groups?

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Can you give a specific example?

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Are you comfortable inviting a friend from a traditionally marginalized group to come to camp with you? Why or why not?

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What are challenges that you see for your camp to be more inclusive?

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