

JABEID (Justice, Accessibility, Belonging, Equity, Inclusion, and Diversity) Guidelines for Branch Programming

How to use this guide:

Aim to have each branch program fulfill at least one criterion under each category below. If a program cannot meet a criterion under one of the categories, that does not mean that the program cannot take place, only that the program organizers should be prepared to explain why it could not fulfill any of the criteria in that category.

For example, some programs are for current branch members only and are not meant to be accessible to, and inclusive of, the public. Still, the program can promote justice and equity by collaborating with other organizations as well as belonging and diversity by recognizing and respecting the cultural practices of all current members.

Justice:

- How does the program align with the branch's mission?
- How does the program align or support at least one of AAUW National's current public policy priorities, as listed on the AAUW national website [HERE](#).

Accessibility:

- If held in a physical location:
 - Is the location ADA-compliant?
 - Is the location open to the public? (If not, why not?)
 - Is the location on a public transportation route?
- Are members of the public able to attend the program for free? (If not, why not?)
- Is interpretation being provided in the region's most spoken language(s)?
- Is the meeting being held in a hybrid format (in person and virtual), if possible? (If not, why not?)
- If the meeting is virtual or hybrid, will there be closed captioning?
- Is program publicity and follow-up being communicated in multiple ways (e.g. branch newsletter, social media, email, and, if necessary, paper fliers, hand outs, or mailers)?

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Belonging:

- What plans are being made to ensure that all members feel like they belong at the program—both current members and potential members/guests?
- What steps are being taken to practice cultural humility?
 - pronouncing and spelling members' and guests' names as they would prefer
 - using preferred pronouns
 - sharing origin stories
 - citing sources when someone is sharing about a culture with which they don't identify or they don't practice
 - seeing and treating members and guests for who they are as individuals, not what they represent
 - apologizing sincerely, when necessary

Equity:

- Is the program family-friendly, or can it include child care at little or no cost to participants?
- If food is being served, is there something for every dietary need, preference, or restriction?
- If drinks are being served, are there as many non-alcoholic options (including water) as there are of alcoholic drinks?
- If someone at the program expresses interest in joining the branch but can't afford membership dues, is the branch able to offer sliding or variable membership dues?
- How will current and potential members/guests be made aware of the full variety of options for being involved in an AAUW branch, including interest groups, as well as membership benefits?

Inclusion:

- What efforts are being made to reach out and invite members of historically underrepresented groups, communities, or organizations to the program?
- If a guest from an underrepresented group expresses interest in joining the branch but is unable to pay the membership dues, is there another member willing to sponsor the potential member by paying their dues for them?
- Have new or established branch members from underrepresented groups been asked whether they would like to plan or conduct a program or meeting, even if they are not on the current committee?

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Diversity:

- Is diversity, in relation to the program, being discussed from a strengths-based approach (as a benefit to everyone participating in the program) and not a deficit approach (burdensome)?
- Is the program helping branch membership become more demographically representative of the region at large in terms of race, age, average household income, gender, average number of persons per household, and primary language spoken at home?

When planning your program or activity, consider additional ways the program or activity supports JABEID (Justice, Accessibility, Belonging, Equity, Inclusion, and Diversity).