

**SPECIAL EVENT – EQUITY / INCLUSION DESIGNATION – FY20 LOGO REQUEST**

**FY 21 Equity and Inclusion Logo Request and Approval Form**

**Instructions:**

- **Complete both pages of this application.**
- Submit application at least **two weeks** prior to event.
- Email the completed form to the **appropriate Approver** (list on page 2).
- **Approval** or comments will be emailed to Contact Person. Authorization for one-time logo use affirms that participating in the event meets an employee’s equity and inclusion required training.<sup>1</sup>

**Sponsoring unit(s):**

**Contact Person:**

**Email Address:**

**Phone number:**

**Event Title:**

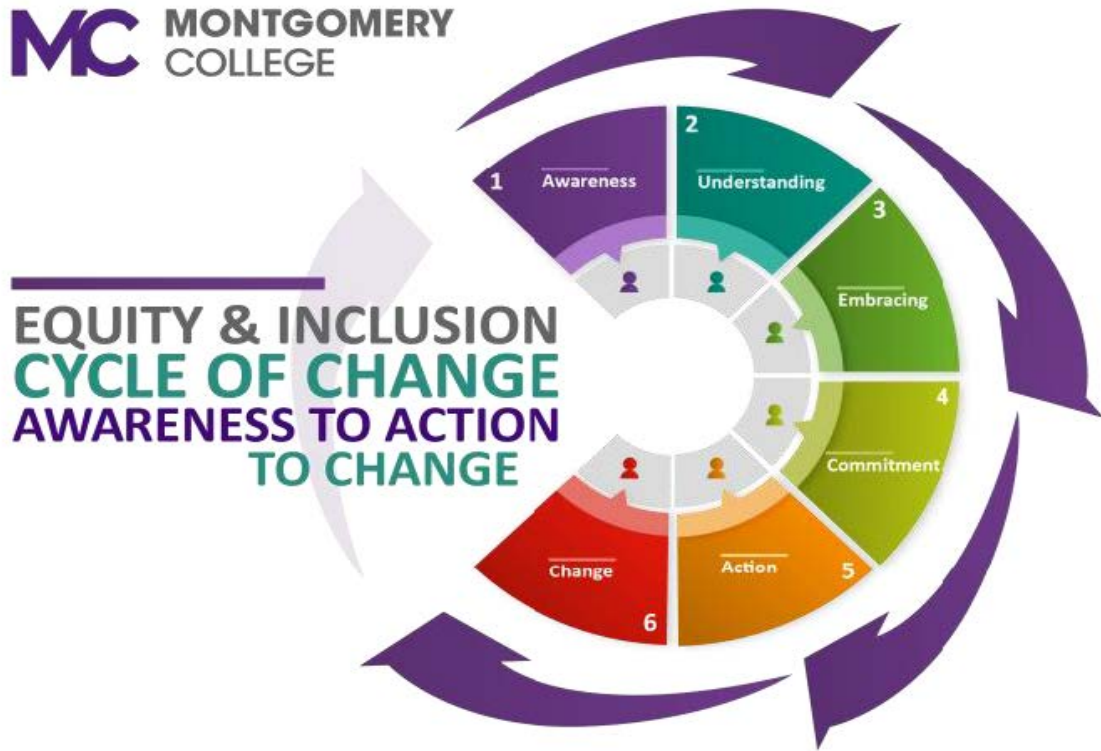
**Date:**

**Time (beginning/end):**

**Location/Virtual:**

**Check box below: *What is the primary intent of the event within the Cycle of Change?***

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Category	Definition of Category	Examples
<input type="checkbox"/> <b>Awareness</b>	Acquire knowledge of a situation and facts, listen, recognize inequities, ask questions, participate in equity and inclusion programming and events.	Film, gallery show, display, performance
<input type="checkbox"/> <b>Understanding</b>	Perceive the meaning of equitable and inclusive actions, practice being mindful of them; dialogue with others; seek knowledge and training; do research.	Presentation, panel, keynote speaker, performance with Q&A
<input type="checkbox"/> <b>Embracing</b>	Acknowledge inequities and social justice issues exist and decide to adopt and wholeheartedly accept that equity and inclusion work is paramount.	Pre-reading, experiential activity with debrief, Journal-writing, creative expression, etc.

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<input type="checkbox"/> <b>Commitment</b>	Get involved; do the work necessary to eradicate inequities and create inclusive environments; be accountable; be dedicated.	Disability inclusion, LGBTQ+ inclusion, being an Ally or pro-social bystander, etc.
<input type="checkbox"/> <b>Action</b>	Identify and execute plans to continually drive equity and inclusion inside and outside of the classroom and within communities.	Create a timeline, committee, and/or goals for your unit/department related to actionable items.
<input type="checkbox"/> <b>Change</b>	Review policies, practices, and action plans to continually contribute to being a more equitable and inclusive community; document, evaluate, and strengthen outcomes.	Check in continuously in order to make sure real change is happening and develop measurable learning outcomes.

<sup>1</sup>Montgomery College Equity and Inclusion [Roadmap for Success July, 2020-2025](#).

**Required:**

**1. Description:** Short: 40-120 words. Clear, concise, easy-to-read, with compelling opening statement.

**2. Learning outcomes:** List 2-4 **employee** learning outcomes for this event.

- Begin each outcome with an action verb.
- Clearly state what **employees** gain from participating. Examples:
  - (1) List major reasons....*
  - 2) Describe factors...*
  - (3) Define key terms...*
  - 4) Name people who...*
- Find support for writing learning outcomes: <https://teaching.berkeley.edu/resources/design/course-level-learning-goalsoutcomes>  
 Note: MC events are often designed for students, with faculty-driven learning outcomes. However, if the topic is relevant to employees—and addresses equity and inclusion—ELITE wants to encourage their participation as Professional Development, so please list outcomes that reflect **an employee-centric perspective**.

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3. Certificate of Participation - distribute at close of event or e-mail participants!
  
4. Submit evaluation results.

**Brief Description:**

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**Learning Outcomes (2-4): By close of event, an employee will be able to—**

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Forward completed form to [CEIOAdvisor@montgomerycollege.edu](mailto:CEIOAdvisor@montgomerycollege.edu)