



Inclusive Spaces Audit Tool

Pre-observation Data Gathering Worksheet

Purpose: The Inclusive Spaces Audit Pre-Observation Data Gathering Worksheet is a tool for outdoor recreation providers to help formalize, inform, and guide the process to expand welcoming and belonging for users who have traditionally been excluded or underrepresented in outdoor recreation spaces. This worksheet is designed to facilitate discussion and reflection before making field observations at an outdoor recreation space. Use the area below each topic to document notes and follow-up items.

- **How You Operate:**
 - How are underrepresented people integrated across your staffing, volunteer system, board, or leadership structure?
 - How is inclusion referenced in your space's strategic or operational plan, goals, policies, planning documents, mission, vision, outward facing messaging? Do you have a team or staff member focused on these efforts?
 - How, if at all, does your organization use regular training and learning initiatives and discussions with the staff, volunteers, board members, and external stakeholders on methods to remove barriers to access/entry and to increase the degree of cultural competency and inclusionary practices internally? What types of training would be most valuable?

- **Understanding who you serve and how they access the site:**
 - Do you understand who is currently using your space (demographics), how (activities), and how often (frequency)? I.e., do you collect demographic data, perform intercept surveys, or activity audits?
 - If yes, what does it tell you? How do you use it to make management decisions about your space? If no, what is your impression of how different demographic groups utilize your space?



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- How do you think the culture of the surrounding region of the space (i.e., local demographics, transportation availability, culture, and socioeconomic status) affects the way underrepresented populations utilize the space?
- How do most people access your space (e.g. walking/biking access, personal vehicles, public transportation)? Does your community have a public transportation system? If so, does it offer routes that provide access to your space?
- What is the proximity of your space (in both distance and transportation infrastructure) to underrepresented and underserved neighborhoods in your community?

- Marketing and Outreach:

- How has your organization developed and implemented partnerships and targeted outreach to promote your space's amenities, programs, and services to the underrepresented community/groups? How has community input been solicited?
- How do marketing and outreach efforts about your space (highlighting the space's amenities, program offerings, and events) attempt to reach underrepresented communities?
- How are underrepresented people celebrated and represented in your digital spaces: websites, promotional videos, social media, advertisements, etc. How frequently are they represented?

- Discrimination and Harassment:

- If a discriminatory incident occurs, is there a policy in place to handle them? Does the local community have anti-discrimination laws in place?
- Has your organization explored the history and culture of the surrounding region and how it might affect how people perceive your space (e.g. history of discriminatory incidents, legacy of sundown towns, divisive symbols or trail names, monuments and flags)?



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- How do local organizations who are tasked with policing and rescue consider inclusion principles in how they operate?

☐ Additional Notes

For more information or assistance on conducting an audit, contact Gerry Seavo James
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