

# Checklist for Celebrating Inclusive Schools Week™

Here are some ideas to help you get started in planning your school and community celebrations for the *9th Annual Inclusive Schools Week*, December 7-11, 2009.

- **Download the Celebration Kit**—access hundreds of ideas for celebrating the *Week*!
- Sign up to receive our **electronic newsletter**, *Inclusive Schools Network (ISN) News*. You will stay in touch with news and information related the *Week* and inclusive education.  
Visit [www.inclusiveschools.org](http://www.inclusiveschools.org) for more information or to view a sample issue.
- **Plan a celebration** in your community. Consult the Celebration Kit for a host of ideas, and use our Planning Forms to organize your activities.
- **Order materials** to support your celebration (posters, stickers, pens, bracelets, etc.). Order online at [www.inclusiveschools.org](http://www.inclusiveschools.org).
- **Share your celebration plans** with us. You may use a copy of your Planning Form or write a brief narrative about what you did and how your community benefited. Be sure to include any press clippings, student work (e.g., posters and essays), and photos. Email us at [inclusiveschools@edc.org](mailto:inclusiveschools@edc.org).
- **Post announcements** about your celebration plans in school and community newsletters, bulletin boards, and on local TV.
- **Write a letter-to-the-editor** and/or an op-ed piece in your local newspaper. See the Celebration Kit for samples.
- **Invite the media** to your event(s)—tips for working with the media are included in the Celebration Kit.
- Encourage your school board and local and state elected officials to **issue a proclamation** declaring December 7-11 *Inclusive Schools Week* in your community (a sample proclamation is provided in the Celebration Kit).