

# Connections Calendars Inclusion/Exclusion Guidelines

## **Inclusion:**

Events on the Helpline Center Connections Calendar(s), must meet the following criteria:

1. Organization generally is one that is listed in the 211 resource database
2. The event must serve one of the current 211 funded areas
3. The event must be open to the public
4. The event provides one, or more of the following:
  - a. Basic needs (food, clothing, personal hygiene products/services)
  - b. Education fair / events (ex. school supplies)
  - c. Employment / job fair
  - d. Health fairs / screening
  - e. Holiday events
  - f. Public awareness events
  - g. Trainings / workshops
5. The Connections Calendars will list events that are:
  - a. Monthly
  - b. Bi-monthly
  - c. Quarterly
  - d. Annually
  - e. \*Events that occur more frequently than that, should be/get listed in the 211 resource database.
6. The event needs to be free, low cost or have scholarship opportunities
7. Community giving events (ie. a shoe give away) that are done by a for profit
8. Political events will be limited to those that provide neutral/fair opportunities for all sides to be heard.

## **Exclusion:**

The following events will not be allowed:

1. Any that deny entrance to event on the basis of race, religious beliefs, national origin, sexual orientation, gender identity/expression or that violates local, state, or federal laws or regulations.
2. Do not have an established address, phone, and/or consistently available contact person.
3. Serve members only, or a very narrow population (ex. civic/service club meetings)
4. Engage in fraudulent or illegal activities.
5. Misrepresent their event/services in any way.
6. Are not licensed (in areas where licensing standards exist).
7. Regularly scheduled / ongoing events (ie. weekly church services)
8. Ones where the focus is selling products/fundraising/creating profit for a business or agency

## **Disclaimer:**

The Helpline Center may exclude or remove events from its Connections Calendars for any reason. Inclusion of events in the Calendar should in no way be construed to constitute an endorsement, nor should exclusion be construed to constitute disapproval. The information that appears in the Calendar was provided by the agencies and organizations. The Helpline Center makes no representation with respect to the completeness of the information. The Helpline Center reserves the right to edit information to meet format, guideline and space requirements.