

# FREE YOUR MIND

## Disability Awareness Month — 2010 Information Packets and Materials

To help you plan your Disability Awareness Month activities, the Indiana Governor's Council for People with Disabilities offers the following items free of charge. To order a CD complete with all of the following information packets and supplemental materials, as well as full-color theme-specific materials, simply complete and return the separate order form by Jan. 29, 2010.

All Disability Awareness Month packets are available in accessible formats and on the Council's campaign Web site at [IndianaDisabilityAwareness.org](http://IndianaDisabilityAwareness.org).

Questions concerning your order or requests for materials in an accessible format should be directed to Kim Dennison at (317) 631-6400 (voice), (317) 631-6499 (fax) or [kim.dennison@borshoff.biz](mailto:kim.dennison@borshoff.biz) (e-mail).

### INFORMATION PACKETS: CHILD-FOCUSED

#### Theme-Specific Suggestions for Children and Adults (00-AS) — NEW CONTENT

This packet includes theme-specific activity suggestions that disability advocates can use to increase awareness of disability issues among both children and adults. This packet features discussion guides, speaker suggestions and activity recommendations especially targeted to elementary school children.

#### Arts Program (01-AP)

Organize a series of artistic activities for students, youth organizations or children and teens throughout the community. This packet offers guidelines to help you plan and promote a youth art exhibit, and includes a sample news release and radio Public Service Announcement (PSA). Also included is a list of artists and performers with disabilities who present to groups.

#### Building Middle School/High School Volunteer Programs (02-MH)

Increase students' awareness of disability issues and make a difference in your community by helping middle school and high school leadership and service organizations build disability-related volunteer programs.

#### Essay Contest (03-EC)

Organize an essay contest that will heighten students' sensitivity to peers with disabilities. This packet includes a sample entry form, judging criteria and a sample news release and radio PSA to promote your event. With this packet, you can plan your own contest or participate in the statewide contest sponsored by United Cerebral Palsy.

#### Increasing Awareness in the Classroom and with Youth Groups (04-CY)

Designed by and for educators, this packet contains sample lesson plans and a resource list to help teachers plan and implement their Disability Awareness Month programs. Also included are a number of interactive activity suggestions, discussion topics and general guidelines for interacting with people with disabilities. An extensive children's book list is also available on the CD.

#### Increasing Awareness through Athletics and Physical Education (05-PE)

Most Indiana children are involved in physical education or athletic programs through schools, community organizations and more. This packet includes suggestions for athletic activities that promote disability awareness and inclusion.

#### Mayor's Story Hour and Library Display (06-LD)

Work with your local library to set up a display of disability-related books and/or have your mayor read a book about disabilities during a story hour. This packet includes a news release and guidelines for evaluating children's books.

#### Special Event — Awareness Day (07-AD)

Learn how to set up a special event that features activities and includes exhibits that will help the public better understand the barriers people with disabilities face. The instructions include a sample news release and tips on where to hold your event, who to include and how to publicize it.

#### Special Event — Speaker (08-SP)

This packet offers suggestions on how to select a speaker, where to hold your event and how to publicize it. Instructions include a sample news release and PSA.

### INFORMATION PACKETS: COMMUNITY-FOCUSED

#### Theme-Specific Suggestions for Children and Adults (00-AS) — NEW CONTENT

This packet includes theme-specific activity suggestions that disability advocates can use to increase awareness of disability issues among both children and adults. This packet features discussion guides, speaker suggestions and activity recommendations especially targeted to elementary school children.

#### Working with Places of Worship (09-WO)

Religious congregations can be an important place of learning for Hoosiers. This packet includes disability awareness discussion and activity suggestions for children involved in religious instruction, as well as adults. It also includes a resource list, as well as information about getting involved with NOD's Accessible Congregations Campaign.

#### Cultivating Media Placement (10-MC)

Basic guidelines provided in this packet teach you how to work with print and broadcast media. Also included is a sample letter you can use to request that a story or series of articles be included in a publication, on the radio or on television. Track newspaper, radio and television coverage about disability issues and give reporters feedback on their portrayal of people with disabilities. Your order will also include brochures about using "people first" language when writing and speaking about people with disabilities.

### **Increasing Awareness through your Business (12-BU)**

Increase awareness of people with disabilities in your place of business with the help of this packet. You will receive story ideas for company newsletters, information on supported employment, a resource list and tips on how to clarify your company's policies on employing people with disabilities.

### **Increasing Awareness about Community Access Issues and the ADA (13-AC)**

This packet provides information about the Americans with Disabilities Act (ADA) and ideas to increase your community's awareness of the ADA. It includes information to initiate a Yellow Card campaign in your community. ADA Access Yellow Cards, like report cards, can be used to review and "grade" the accessibility of any organization or business. You can also organize advocates to monitor the use of reserved spaces at business and public lots. Also on the CD are PDFs of Yellow Cards, mock parking tickets and the Indiana Code's language regarding parking for people with disabilities.

### **Increasing Cultural Awareness and Inclusion (14-CA)**

Promote understanding within your ethnic or disability community to create opportunities for people of color with disabilities. This packet provides a checklist to evaluate your school, organization, church or business on its sensitivity to people of color with disabilities. It also includes fact sheets on ethnic groups, a multicultural book list, articles for newsletter publication and a resource list of multicultural organizations.

### **Mayoral Proclamation (15-MP)**

Have your mayor proclaim March as Disability Awareness Month in your community. This packet includes advance and follow-up media announcements and a sample proclamation.

### **Media Public Service Announcements (16-PM)**

Instructions on how to place the print PSA in your local newspapers are included in this packet. Also included are several radio PSA scripts with this year's theme, plus instructions on how to place the PSAs with your local station(s). Color and black and white versions of the PSA are available on the CD. (Note: The PSAs are also sent to all major Indiana radio stations.)

### **Recognition Awards (17-RA)**

Recognize an outstanding local citizen(s) who has made significant contributions to the disability community. This packet offers selection criteria and a sample news release. It also offers suggestions on where to present the award. Artwork for a recognition certificate is available in PDF format on the CD.

### **Special Event — Legislative Forum (18-LF)**

Organize a public forum for legislators to discuss disability issues and legislation and listen to constituents' concerns. The packet contains a step-by-step guide to planning the forum, as well as sample correspondence and media materials. Also included with your order is "The Legislative Process" brochure on CD to help you understand how legislation is passed and how to communicate with your legislators.

### **Voter Participation Guide (19-VP)**

Voting is one of our most basic rights. Make your opinions known by exercising this right and making an impact for people with disabilities. Information on voter registration, the Help America Vote Act, accessibility, mail-in/absentee options and resources are included.

### **Volunteerism as Advocacy (20-VL)**

Volunteering in your community is a great way to show the power of people with disabilities. This packet gives you many ideas for activities in your community.

## **SPECIAL ITEMS:**

### **Sticker (21-ST)**

Stickers feature the new Disability Awareness Month message. You will automatically receive 100 stickers with your order while supplies last.

### **Bookmark/Paycheck Stuffer (22-BP)**

The bookmark/paycheck stuffer carries the new Disability Awareness Month theme. You will automatically receive 100 with your order while supplies last.

### **Poster (23-PO)**

The poster artwork features the new Disability Awareness Month theme. You will automatically receive five with your order while supplies last.

### **Awareness Activities Booklet (24-AA)**

This booklet features more than a dozen activities that can help participants better understand that people with disabilities are more like us than different, and how important it is for us all to do activities together. You will automatically receive a booklet with your order. A PDF is also available on the CD for downloading and printing.

### **"Power of Words" Brochure (25-PW)**

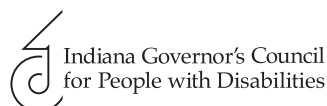
Written for the general public, this brochure includes information on how to interact with people with disabilities and what words and phrases to use when talking to or writing about disability. You will automatically receive 25 with your order while supplies last.

### **The Legislative Process Brochure (26-LP)**

This booklet helps describe state and federal legislative processes so you can more readily become involved. A helpful resource list is included. A PDF is available on the CD for downloading and printing.

### **Evaluation Forms (27-EV)**

Also included with your order will be two evaluation forms. One is for your use as a coordinator in evaluating Disability Awareness Month. The other is to be copied and shared with participants in your events so we can evaluate their experience. Please be sure to return all completed evaluations in the enclosed postage-paid envelope. You may also complete and submit the Coordinator Evaluation form online at [IndianaDisabilityAwareness.org/coordinator eval](http://IndianaDisabilityAwareness.org/coordinator eval).



**Additional quantities may be requested, although they cannot be guaranteed. For questions concerning your order, please contact Kim Dennison at (317) 631-6400 (voice) or [kim.dennison@borshoff.biz](mailto:kim.dennison@borshoff.biz) (e-mail).**