PATH-O-GRAM

Inclusion/Exclusion Policy

PATH Inc. provides the PATH-O-GRAM as a fortnightly email newsletter about community services in the Bloomington-Normal area. The following guidelines are used to determine whether a submission is eligible to be listed in the PATH-O-GRAM. There is no cost to any person or entity to be included in the PATH-O-GRAM. Inclusion in the PATH-O-GRAM does not guarantee inclusion in the PATH Inc. 211 resource database and vice versa.

The following criteria must be met in order to be considered for inclusion in the PATH-O-GRAM.

- The submission must be relevant to Bloomington-Normal or McLean County.
- The submission must be relevant to social or community services or events or to non-profits related to those sorts of services or events. See below for a complete breakdown of categories.
- The submission must be affiliated with an established agency or organization of some sort. Evidence of being established includes a designated contact person, a website, an official logo, and a demonstration of activity for at least 6 months.

The following criteria are grounds for exclusion from the PATH-O-GRAM.

- Submissions that relate exclusively to commercial operations.
  - Example: A local store wants to announce a special sale they are offering (ineligible).
  - Counterexample: A local restaurant is hosting a fundraiser for a local nonprofit (eligible).
- Submissions that are primarily political or religious in nature. Submissions organized by political or religious organizations but primarily focusing on some sort of community event or service, including awareness events, are acceptable, but submissions that primarily serve to advance a political or religious organization or party are not. Submissions that are primarily about worship services or other forms of proselytization are likewise ineligible.
  - Example: A rally for a political party (ineligible).
  - Counterexample: A gun violence awareness event organized by a political party (eligible).
  - Example: A Biblically based grief support group (ineligible).
  - Counterexample: A support group for eating disorders hosted by a church but run with a religiously neutral standpoint (eligible).
- Submissions regarding a nonprofit solely at the statewide or nationwide level rather than the local branch.
  - Example: A fundraiser for United Way Worldwide would be ineligible, but one for the United Way of McLean County would be eligible.
- Any submission that promotes hate or intolerance or that is affiliated with an organization that does such. This includes any form of discrimination against protected classes.
- Any submission that promotes illegal activities or that is affiliated with an organization that does such.
- Any submission related to an organization that misrepresents itself or its services, including organizations that have failed to deliver promised services or which offer services that appear to be exploitative.

- Any submission related to services that are only available for an organization's members. This can refer to limitations based on attending a particular church, belonging to a particular social organization, or being an employee of a particular company, among other categories.

The guidelines for inclusion within each submission category of the PATH-O-GRAM are as follows:

- COVID-19
    - Ongoing information regarding services connected to the Covid-19 pandemic.
- Announcements
    - Upcoming or ongoing community events or services. These should typically be free or low-cost and focus either on community services or community engagement.
    - Changes in service for local non-profits, government agencies, or other public service programs.
    - Community news relevant to local non-profits or community engagement.
- Support Groups
    - Upcoming or ongoing support groups for different topics.
    - Participants can usually join at any time, though prior notice may be requested.
    - These should typically be free.
- Conferences and Workshops
    - Upcoming classes, workshops, and other educational events.
    - These are typically free or low-cost.
    - These are typically short-term, ranging from a single event to an ongoing series and rarely lasting longer than a few weeks.
    - Registration may be required in advance. Participants can rarely join once the event or series has started.
    - These may be part of a series of classes or workshops but rarely have prerequisites.
- Grant & Scholarship Opportunities
    - Opportunities may be for individuals or non-profit organizations.
    - There should be no application fee.
- Fundraising Opportunities
    - These may be events, including ones sponsored by for-profit organizations on behalf of an individual in need or a non-profit.
    - These may include reminders about ongoing donation opportunities for local non-profits.
- Volunteer Opportunities
    - Opportunities for individuals to donate time to local non-profits.
- Employment Opportunities
    - Job options at local nonprofits or government agencies. This can include educational nonprofits (such as schools and universities).
    - Resources for jobseekers.

Guidelines related to submission procedure (Violation of these guidelines is grounds for exclusion, but may be overridden at the discretion of PATH):

- Submissions must be submitted by email by the end of the day on the Wednesday before the Friday on which the PATH-O-GRAM will go out.

- Each submission should include a note indicating which section of the PATH-O-GRAM the submission is intended for and a date the submission should remain until.
  - If no section is indicated, PATH may choose a section based on the content.
  - If no date is included, the submission will be listed for a single edition of the PATH-O-GRAM or until a different relevant date based on the content of the submission.
- All submissions must be in text format in a legible font.
- Flyers and QR codes are ineligible for inclusion in the PATH-O-GRAM.
- Each entry will include an image of the logo(s) of the relevant organization(s). If no logo is submitted with the entry, PATH will use an image already on file or will attempt to locate the logo online.
- All submissions will be edited to conform to the PATH-O-GRAM's basic formatting.
  - The text body will be Arial, size 12, black.
  - Whether parts of the submission are bold, underlined, or italicized will be maintained if possible but may be edited for clarity.
  - Paragraph distribution and alignment will be maintained if possible but may be edited for clarity.
  - Typos will be corrected if noticed but may be left uncorrected.
- PATH will attempt to clarify any errors noticed in the submission with the person who submitted it, but if there is no response by the time the PATH-O-GRAM is due to go out the submission may either be included as-is or omitted, depending on the magnitude of the error. There is no minimum turn-around time between notification of an error and the PATH-O-GRAM being sent out. PATH is not responsible for any incorrect information in submissions from other agencies.
- Any errors noticed in published editions of the PATH-O-GRAM should be indicated to the Director of Database Services for correction in future editions. Corrections cannot be made to the PATH-O-GRAM once it has gone out.
- PATH may include submissions on behalf of other agencies if relevant information is identified. However, PATH is not responsible for identifying potential information for inclusion in the PATH-O-GRAM.
- PATH may make any additional editorial decisions regarding content or formatting for the sake of clarity.

Anyone may contest a decision made regarding inclusion or exclusion first by contacting the Director of Database Services at PATH. If there is still disagreement, an appeal may be made to info@pathcrisis.org for a review of the decision.

Revised 2023/04/20