



Collecting Board and Staff Demographic Data

Reason for asking:

As an organization that receives and distributes funding from the State of Connecticut, we want to understand how our funds benefit Connecticut residents. Part of that includes understanding the demographic characteristics of the people who work in and lead our cultural organizations. By collecting this demographic data, we can understand if those working on behalf of Connecticut's cultural organizations reflect the diversity of our state, or where we need to do better.

What CT Humanities and the CT Office of the Arts will ask of you:

Each year, we want to know the composition of your staff and board by race and ethnicity, membership in the LGBTQ+ community, and disability. You will be asked for the overall breakdown, and not any personally identifying information.

Ethical issues in asking demographic questions:

Some individuals may be concerned that providing demographic information may either be used against them or to reinforce inequities. While we know we are not using the data in this way, we want to be proactive in sharing with those who work on behalf of Connecticut's cultural organizations why we are collecting this information. Because these questions are personal, we also allow individuals to choose not to respond to one or more.

Note:

The data you collect on these questions will not affect any grants awarded by CT Humanities or the CT Office of the Arts. Failure to provide this data, however, may affect your qualification for future awards.

Using a template:

The second page of this PDF can be used as a template for asking your board and staff these questions. We recommend distributing copies at a meeting, and then collecting them for totaling (and providing to CT Humanities). Make sure to sort by board and staff prior to calculating the results.



cThumanities

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Please do not include your name (or any other identifying information) on your response so that we can keep your answers anonymous. None of these questions are required.

1

Are you a member of the board or staff of this organization?

- ☐ Board of Trustees
- ☐ Staff

2

**Which of the following best describes you?
(Choose all that apply.)**

- ☐ African American or Black
- ☐ Asian or Asian American
- ☐ Hispanic or Latino/Latina
- ☐ Middle Eastern or North African
- ☐ Native American/American Indian or Alaska Native
- ☐ Native Hawaiian or Pacific Islander
- ☐ White
- ☐ Two or more races or ethnicities
- ☐ I identify as: _____
- ☐ I prefer not to answer

3

Are you a member of the LGBTQ+ community?

- ☐ Yes
- ☐ No
- ☐ No, but I identify as an Ally
- ☐ I prefer not to answer

4

Do you have a disability, such as a physical disability, a cognitive or learning disability, sensory sensitivity or Autism Spectrum Disorder, or mental illness?

- ☐ Yes
- ☐ No, not at this time
- ☐ I prefer not to answer