

## Diversity, Equity & Inclusion Commission

### Public Community Events Calendar

### Policy & Procedures

**Adopted:** 06/17/2026

**Approved By:** City of Staunton Diversity, Equity, and Inclusion Commission

**Version:** 1.0

## SECTION 1 — PURPOSE & SCOPE

### 1.1 Purpose

The City of Staunton Diversity, Equity & Inclusion (DEI) Commission maintains a publicly accessible Google Calendar (the “Commission Calendar”) to promote awareness of and participation in community events that advance the principles of equity and inclusion in the Staunton area.

This policy establishes the standards, submission process, approval criteria, and parameters governing the Commission Calendar, and clarifies the relationship between the Commission Calendar and the City of Staunton government.

### 1.2 Scope

This policy applies to:

- All members of the City of Staunton DEI Commission
- Community organizations, individuals, and entities that submit events for consideration

### 1.3 Guiding Principles

The Commission Calendar operates under the following guiding principles:

- **Inclusivity:** The calendar welcomes events from diverse community voices and organizations
- **Neutrality:** The calendar’s purpose is purely informational and does not represent any endorsement of listed events or organizations
- **Accountability:** All submissions are reviewed against this policy before publication

## SECTION 2 — DISCLAIMER OF CITY LIABILITY

**Important Notice:** The Commission Calendar is a service of the City of Staunton DEI Commission and does not represent an official publication of, endorsement by, or liability of the City of Staunton government or any of its departments, agencies, or employees.

## 2.1 DEI Commission Identity

The Commission Calendar is operated exclusively by the City of Staunton DEI Commission. The DEI Commission is an advisory body permanently established by City Council in a resolution passed on April 25, 2024. The DEI Commission is a distinct body from the City of Staunton's executive departments and does not have authority to bind the City legally, financially, or operationally.

## 2.2 No City Endorsement

The listing of any event, organization, program, or activity on the Commission Calendar does not constitute:

- An official endorsement, sponsorship, or recommendation by the City of Staunton
- An endorsement by any City department, official, or employee
- A representation that the listed event or organization meets any City standard or requirement
- Any form of City financial support, grant, or in-kind contribution

## 2.3 Disclaimer Language

The following disclaimer shall appear on the Commission Calendar description and any related promotional materials:

*DISCLAIMER: This calendar is maintained by the City of Staunton DEI Commission as an informational community resource. It is not an official publication of the City of Staunton. Listing of an event does not constitute endorsement, sponsorship, or approval by the City of Staunton, its officials, departments, or employees. The DEI Commission assumes no liability for events listed herein. Attendees participate in all listed events at their own discretion.*

## 2.4 Limitation of Liability

The DEI Commission and the City of Staunton shall not be liable for:

- Any loss, injury, or damage arising from attendance at or participation in any listed event
- The accuracy, completeness, or timeliness of event information submitted by third parties
- The actions, representations, or omissions of any listed organization or event organizer

Event submitters acknowledge and agree to these limitations as a condition of submission.

## SECTION 3 — ELIGIBLE EVENT TYPES

### 3.1 Overview

The Commission Calendar is intended to highlight events that further awareness, education, celebration, advocacy, or community building around the themes of diversity, equity, and inclusion. Events need not be exclusively DEI-focused but must have a meaningful and demonstrated connection to these values.

### 3.2 Eligible Event Categories

The following categories of events are eligible for listing on the Commission Calendar:

#### Category A — Cultural Celebration & Heritage Events

Events honoring or celebrating the histories, traditions, arts, and contributions of diverse cultural, ethnic, racial, or national communities, including but not limited to:

- Heritage month observances and associated programming
- Cultural festivals, fairs, and community gatherings
- Cultural arts performances, exhibitions, and screenings
- Traditional ceremonies or commemorations open to the public

#### Category B — Educational Programs & Workshops

Events designed to educate participants on topics related to diversity, equity, inclusion, and related social issues, including:

- Workshops on anti-racism, unconscious bias, allyship, and bystander intervention
- Lectures and panel discussions on social justice, equity, and civil rights
- Training programs for organizations on inclusive practices
- Book clubs, film screenings, and discussion groups with a DEI focus
- Youth education programs promoting empathy, inclusion, and civic engagement

#### Category C — Community Dialogue & Civic Engagement

Events that foster open dialogue, civic participation, and cross-community connection, such as:

- Town halls, listening sessions, and public forums on equity issues
- Community conversations addressing local disparities or inequities
- Interfaith and cross-cultural dialogue events
- Civic participation events serving underrepresented communities

#### Category D — Support Services & Resource Events

Events providing direct services, resources, or connections to marginalized or underserved community members, such as:

- Legal aid clinics, resource fairs, and social service events
- Mental health and wellness events tailored to underserved populations
- Economic empowerment and workforce development events

### Category E — Remembrance & Advocacy Events

Events recognizing historical injustices or advocating for equity and civil rights, including:

- Commemorations of civil rights milestones and historical events
- Candlelight vigils and community solidarity gatherings
- Advocacy events related to equity legislation or policy

### Category F — DEI Commission Events

Official meetings, public hearings, and community outreach events hosted directly by the City of Staunton DEI Commission.

## 3.3 Ineligible Events

The following types of events will not be listed on the Commission Calendar:

- Events promoting hatred, discrimination, or content contrary to the mission of the DEI Commission
- Purely commercial events without a substantive DEI connection
- Events organized by or primarily benefiting political campaigns or partisan political organizations
- Events that violate applicable law or City of Staunton ordinances
- Private events not open to the general public
- Events that have already occurred at the time of submission

## SECTION 4 — SUBMISSION PROCESS

### 4.1 Who May Submit

Event submissions may be made by:

- Nonprofit and business organizations with operations in or serving the Staunton area
- Educational institutions, including K–12 schools and colleges/universities
- Governmental agencies and bodies
- Community groups, coalitions, and informal organizations
- Individual community members hosting or organizing a qualifying event

### 4.2 Submission Method

All event submissions must be submitted via the official DEI Commission **Event Submission Form**, available at <https://www.ci.staunton.va.us/government/city-council/diversity-equity-and-inclusion-commission>.

Submissions sent via email, telephone, or social media will not be accepted.

### 4.3 Required Submission Information

Submitters must provide the following information to be considered:

| Field                              | Description / Requirements                                                                         |
|------------------------------------|----------------------------------------------------------------------------------------------------|
| <b>Event Name</b>                  | Full name of the event as it should appear publicly                                                |
| <b>Event Date(s) &amp; Time(s)</b> | Start and end date and time, including time zone                                                   |
| <b>Event Location</b>              | Full physical address and/or virtual meeting link (if virtual or hybrid)                           |
| <b>Event Format</b>                | In-person, virtual, or hybrid                                                                      |
| <b>Organizing Entity</b>           | Full legal name of the hosting organization or individual                                          |
| <b>Contact Name</b>                | Name of primary contact for this submission                                                        |
| <b>Contact Email &amp; Phone</b>   | Must be a direct contact; will not be published on calendar                                        |
| <b>Event Description</b>           | 1-2 sentence description suitable for public display                                               |
| <b>DEI Connection</b>              | Brief explanation (2–4 sentences) of how this event relates to diversity, equity, and/or inclusion |
| <b>Event Category</b>              | Select one or more from categories listed in Section 3.2                                           |
| <b>Cost to Attend</b>              | Free, sliding scale, ticketed (include cost), or other                                             |
| <b>Registration Required?</b>      | Yes or no; if yes, provide registration link                                                       |
| <b>Accessibility Information</b>   | Describe any accommodations available (ADA, ASL, language access, etc.)                            |
| <b>Public Contact / Website</b>    | Contact information or URL to be displayed on the calendar listing                                 |

#### 4.4 Submission Deadlines

**To ensure adequate review time, submissions must be received no later than fourteen (14) calendar days prior to the event date.** Submissions received fewer than 14 days before the event date may be accepted at the discretion of the Commission if review can be completed in time. Rush review is not guaranteed.

Recurring events (e.g., annual festivals, monthly meetings) must be resubmitted for each calendar year or event series. Prior approval does not guarantee future approval.

## SECTION 5 — REVIEW & APPROVAL PROCESS

### 5.1 Calendar Administrator

The DEI Commission shall designate a Calendar Administrator (or Co-Administrators) from among its members. The Calendar Administrator is responsible for:

- Receiving and logging all submissions
- Conducting initial eligibility screening
- Coordinating review and approval
- Publishing approved events to the Commission Calendar

- Communicating decisions to submitters
- Maintaining records of submissions and decisions
- Adding DEI Commission-led and other relevant events, to be approved by Co-Administrators

## 5.2 Review Stages

All submissions proceed through the following review stages:

### Stage 1: Completeness Check

The Calendar Administrator reviews the submission for completeness. Incomplete submissions will be returned to the submitter with a request to provide missing information.

### Stage 2: Eligibility Review

The Calendar Administrator reviews the submission against the criteria in Section 3 to determine whether the event is eligible for listing.

### Stage 3: Commissioner Review (as needed)

The Calendar Administrator may escalate any submission to a panel of two or more DEI Commissioners for review when:

- The eligibility determination is unclear or borderline
- The submission involves a sensitive topic or controversy
- A conflict of interest is identified involving the Calendar Administrator
- Any Commissioner requests review of a specific submission

### Stage 4: Publication or Denial

Upon completion of review, the Calendar Administrator shall either publish the event to the Commission Calendar or issue a denial notice to the submitter. All decisions shall be communicated in writing to the submitter.

## 5.3 Grounds for Denial

A submission may be denied for any of the following reasons:

- The event does not fall within an eligible category (Section 3.2)
- The submission is incomplete, or insufficient time remains to complete review
- The event or organizing entity has a documented history of conduct contrary to DEI principles
- The event promotes or includes content that is discriminatory, harassing, or harmful
- The submission contains materially false or misleading information
- The event is political in nature or primarily serves a partisan electoral purpose

## SECTION 6 — CALENDAR MANAGEMENT & MAINTENANCE

### 6.1 Posting Standards

All calendar listings shall:

- Reflect the disclaimer language required by Section 2.3 in the calendar description

- Contain accurate and complete information as submitted and approved

## 6.2 Removal of Listings

The Calendar Administrator reserves the right to remove any listing at any time if:

- New information arises indicating the event or organizer does not meet eligibility criteria
- The listing is found to contain inaccurate or misleading information
- A complaint is received and substantiated that the listed event engaged in conduct contrary to DEI principles

## SECTION 7 — POLICY ADMINISTRATION

### 7.1 Policy Review

This policy shall be reviewed annually by the DEI Commission and updated as needed. Any substantive amendments require approval by a majority vote of the Commission.

### 7.2 Interpretation

Questions of interpretation arising under this policy shall be resolved by the Calendar Administrator in the first instance, with escalation to the full DEI Commission as needed. The Commission's interpretation shall be final.

## SECTION 8 — SUBMITTER ACKNOWLEDGMENT to be included in form

By submitting an event to the City of Staunton DEI Commission Calendar, the submitter acknowledges and agrees to the following:

1. I have read and understand the City of Staunton DEI Commission Public Calendar Policy.
2. The information provided in this submission is accurate and complete to the best of my knowledge.
3. I understand that listing on the Commission Calendar does not constitute endorsement by the City of Staunton or the DEI Commission.
4. I understand that the City of Staunton and the DEI Commission assume no liability for events listed on the Commission Calendar.
5. I agree to notify the Calendar Administrator of any material changes to the event and to comply with all requirements of this policy.
6. I understand that the DEI Commission reserves the right to decline or remove any listing at its discretion consistent with this policy.

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