

HOW TO RESEARCH & ADD AN ORGANIZATION TO THE DIRECTORY



You will need:

- A computer & internet access
- Starting point information you are using, if applicable (see #2)
- Paper & pencil, if applicable (see #4)

1. IDENTIFY

Identify a country/region to work on. The DSI team lead will assist with this.

2. SEARCH

If you are using starting-point information already gathered (like an outdated partial list or a 'look for' organization in the excel master sheets), search the internet for any information about this organization. If there is no starting point information, conduct general searches of the internet for any organizations related to disability work in that country/region.

3. VERIFY

Verify that the organization is currently in operation (to the best of your ability) and is legitimate.

Look for:

- Information about country registration or affiliations
- Dates. When was the last time information was updated, posted, etc...?
- Are there photos, logos, graphics, etc.. that seem to match what is being said about the organization?

Note: Many countries use facebook regularly and some legitimate organizations only have this web presence. Others (especially at lower development) may only have an email and/or phone number. If you are unsure if they are still in operation, please note this during step 4. We will follow up further and always attempt to make contact prior to including them on the directory.

4. RECORD

Record and submit the information you're collected for the new organization, to be added to the directory. Find and include as much information as possible. Specifics on what to include are listed on the recording forms. Please use this as a guide. There are 2 ways to do this:

1. Offline - On our 'Add an Org' worksheet (this occurs during in-person directory days)
2. Online - Through our online form at: www.ds-international.org/add-org

Volunteers like YOU make our mission possible.
Thank you for helping to Advocate, Support & Empower with us!