

# HOW TO RESEARCH & ADD AN ORGANIZATION TO THE DIRECTORY



You will need:

- Internet access & a computer or device
- 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If you are using starting-point information already gathered (for example, an outdated partial list or a 'look for' organization in the excel master sheets), search the internet for any information about this organization.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 and social platforms for any organizations related to disability organizations working in that country/region.

## 3. VERIFY

When you find an organization, 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 and work with people with disabilities?

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 mobile 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 about the new organization. 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. Online - Anytime from anywhere, using our online form at: [www.ds-international.org/add-org](http://www.ds-international.org/add-org)
2. Offline - Using our 'Add an Org' worksheet. This is used during in-person volunteer directory days

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