

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)
- Recording information (see #4)
- Paper and pencil may be helpful to take notes

1. IDENTIFY:

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

2. SEARCH

If you are using either starting-point information already gathered (like the outdated UNHCR list), search the internet for any information about this organization.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. If you are unsure if it is still in operation or suspicious, please let a DSI team lead know and note this. We will follow up and may contact the organization prior to including them in the directory.

4. RECORD

Record the organization to be added to the directory.

You have the option to record in one of two ways (whatever is more comfortable for you):

1. On the worksheet (and have someone else input it) OR
2. Directly into our online directory platform

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.