**Suggested subject line or headline:** Please Register for an All Children - All Families Webinar

As you may know, [add your organization name] is working toward certification for our LGBTQ inclusion efforts through the Human Rights Campaign Foundation’s All Children - All Families annual participation cycle. As part of this process, we are asking each staff member to complete at least one of three different 90-minute Core Curriculum webinars.

Below is the information you need to help us meet this goal. Please pay close attention to the instructions related to our organization’s tracking code to enter when registering for a webinar: [add your Organization Participation Tracking Code].

Contact [add ACAF ASA survey submitter name and contact info] for more information.

Sincerely,

[add your name]

**Instructions:**

Please choose one of the three webinars below based on your role.

**“Which webinar should I take?”**

|  |  |
| --- | --- |
| **Role** | **Webinar** |
| If you are NOT in a direct service role... | Introduction to LGBTQ Inclusion[Register for Live Webinar](https://www.thehrcfoundation.org/professional-resources/all-children-all-families-online-learning-offerings-core-track#lgbtq-inclusion)[View Archived Webinar](https://hrc.wufoo.com/forms/?formname=poo09k4124r6un&field20=Introduction%20to%20LGBTQ%20Cultural%20Competency) |
| If you work directly with youth... | Best Practices Serving LGBTQ Youth\*[Register for Live Webinar](https://www.thehrcfoundation.org/professional-resources/all-children-all-families-online-learning-offerings-core-track#youth)[View Archived Webinar](https://hrc.wufoo.com/forms/?formname=poo09k4124r6un&field20=Best%20Practices%20for%20Serving%20LGBTQ%20Youth%20in%20Out-of-Home%20Care) |
| If you work directly with foster, adoptive and/or kinship caregivers… | Best Practices Serving LGBTQ Parents\*[Register for Live Webinar](https://www.thehrcfoundation.org/professional-resources/all-children-all-families-online-learning-offerings-core-track#parents)[View Archived Webinar](https://hrc.wufoo.com/forms/?formname=poo09k4124r6un&field20=Introduction%20to%20LGBTQ%20Cultural%20Competency) |

*\*If you work directly with youth and parents, we encourage you to complete two webinars but you are only required to complete one.*

**“When are these webinars?”**

Each webinar is offered live twice this year and [recorded versions](http://hrc.im.acaf-webinar-archive) are also available for on-demand viewing if the live offerings don’t work for your schedule.

**“How do I make sure I get credit for participating?”**You will need to register before completing a webinar, and follow two important steps to make sure your participation is tracked:

* Select [add your organization name] from the drop-down menu in the “Organization Name” question.
* Enter our *Organization Participation Tracking Code* in the last question: [add your Organization Participation Tracking Code].

**“Can I get a certification of participation?”**Each webinar will ask you to complete an evaluation. After you complete the evaluation, you will receive a certificate of participation via email.

#### **Optional Content to Add**

* Message about maintaining or obtaining your goal tier
	+ Help [add your organization name] achieve recognition at [add your goal tier]
* Message about how this supports the organization’s commitment to diversity and inclusion.
* Other messages about why this is important to the organization.
* Inform staff of other optional webinars available:
	+ *You are also welcome to complete other webinars based on your interests. Topics range from recruiting affirming foster and adoptive parents to a panel discussion with non-binary youth and parents. Visit* ***hrc.im/acaf-webinars*** *for webinar descriptions and to register!*