

Calendar of Belonging - a guide to making your own

COM IN MON

Having the opportunity to celebrate and acknowledge the times during the year that are important to us is a great way to learn about each other and build our cultural knowledge. By sharing our differences and commonalities we can make our workplaces and schools more welcoming spaces for all.

1. GET YOUR GROUP TOGETHER

Ask members to share the dates of the calendar year that are important to them or celebrated in their family by writing down the date and name of the celebration, festival or commemoration on a post it note, or calling them out one by one for the scribe to write down on a whiteboard or paper.



Quiet response? You can spark some ideas using Tool 1: List of Significant Dates.

2. ORGANISE AND PLAN

Using Tool 2: Our Significant Dates list your group's unique dates. Then decide together which you will acknowledge and how, and who your Champions are.



Not all dates will be celebrated as a group, but we encourage you to keep these on your calendar. This acknowledges their importance and avoids scheduling clashes as they may mean team members will be spending this time with their whānau or communities.

3. FINALISE YOUR CALENDAR

Finally, record your group's dates on Tool 3: Calendar of Belonging. Display your finished Calendar of Belonging and Significant Dates in a prominent place.



If you're a workplace or group with a shared online calendar (e.g. Outlook or Google), populate your calendar online, including the information about how you will celebrate and acknowledge each date and who your champions are.

WHAT YOU'LL NEED:

- A facilitator who will invite the participants and lead the activity.
- A scribe to support the facilitator by taking notes during the activity.
- Tool 1: List of Significant Dates (printed A4)
- Tool 2: Our Significant Dates (printed A4)
- Tool 3: Calendar of Belonging (printed A3)
- Pens, Post-it Notes, paper or a whiteboard

IDEAS & TIPS TO PROMOTE YOUR CALENDAR OF BELONGING YEAR ROUND

- Share people's stories about why a date is significant to them, how they celebrate or acknowledge it, and if they have any memories or photos to share. Share these stories through newsletters, social media, or displays.
- Learn some kupu/words in a new language: Use resources such as [Reo Māori](#), [Pacific Language Weeks](#) and [Ministry for Ethnic Communities inter-cultural resources](#).
- A taste of culture - Invite people to share stories, language, food, music, dance or cultural traditions.
- Share kai/food together – label dishes to encourage people to learn the story behind them, and use the [InCommon Share Kai Connection Cards](#) to help people connect.
- Invite people with lived experience or expert speakers to present on significant dates such as Matariki, World Refugee Day, Pride or Ramadan.