

## Inclusive vs. Exclusive

### Inclusiveness and Why It Is Important

Inclusiveness is one of Key Club International's four core values. When utilized in communication, inclusiveness ensures that information is distributed to ALL individuals it is relevant to. This way, everyone will always be up to date and informed! It will also provide you with the opportunity to learn more of the suggestions, ideas, and the needs of those you serve.

### Exclusiveness and Why It Should Be Avoided

Exclusive communication limits information to a number of people and will not only leave many students and adults uninformed, but in many cases, misinformed and confused. This can pose serious issues in planning everything – from something as simple as a meeting to a large-scale fundraiser.

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This table has been created to aid you in determining what forms of communication are inclusive and exclusive to any individuals you may be working with.

Inclusive	Exclusive
E-mail	Texting
Physical Documents	Social Media <ul style="list-style-type: none"> <li>• Facebook</li> <li>• Twitter</li> <li>• Tumblr</li> <li>• Instagram</li> </ul>
Home and Cell Phone Calls	Closed "Board" Meetings
Visitation	
In Person	
Reflector Groups	