



### **CCD Policy for Referring to CCD in all Documents**

1. The following description of CCD should be used in all CCD documents (letters, comments, statements, testimony):

The Consortium for Citizens with Disabilities (CCD) is the largest coalition of national organizations working together to advocate for Federal public policy that ensures the self-determination, independence, empowerment, integration and inclusion of children and adults with disabilities in all aspects of society free from racism, ableism, sexism, and xenophobia, as well as LGBTQ+ based discrimination and religious intolerance.

2. The above description should appear in the first, second, or concluding paragraph of each document, followed by a brief description of the task force issuing the document (if applicable).
3. Positions taken in Task Force documents should not refer to CCD as a whole taking the position. Task force documents should not say “CCD believes” or “CCD thinks.” Task Force documents are not taking a position on behalf of the entire coalition but rather the Task Force or the particular organizations that are signing on to the letter. This is important because positions should not be ascribed to organizations that do not support a particular position taken and chose not to sign onto a document, for example, or an organization that chooses not to participate in a Task Force because it does not agree with the positions taken by that Task Force. Some suggestions regarding alternate language include:
  - a. For Sign On letters/comments: Use “The undersigned organizational members of the CCD XXX Task Force”, “The following members of CCD XXX Task Force,” “the undersigned organizations”, “we” or similar language
  - b. For Co-Chairs letters: Use “On behalf of the CCD XXX Task Force, the undersigned Co-Chairs,” “the Co-Chairs,” “we”
  - c. For either a or b: “It is the position of the CCD XXX Task Force”

Effective September 1, 2016

Revised November 17, 2021