

*The University of Denver's  
Center for Judaic Studies (CJS),  
Office of Diversity and Inclusion (ODI),  
Office of Teaching and Learning (OTL),  
& Religious and Spiritual Life  
present*

## Check the Interfaith Calendar:

A Step-by-Step Guide to Transforming your  
Daily-Use Online Work Calendar into  
a User-Friendly Interfaith Calendar

Includes  
7 Best  
Practices!

Instructions for:

- Office 365
- Google Calendar
- Office 2010

Part of the **"DU Interfaith Challenge"**! For details (and an  
online link to this guide) visit: [www.du.edu/ahss/cjs/interfaith](http://www.du.edu/ahss/cjs/interfaith)



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- Outlook 365: [Step-by-Step Guide](#)
- Google Calendar: [Step-by-Step Guide](#)
- Office 2010: [Step-by-Step Guide](#)
- 7 Best Practices:  
[Making interfaith part of office workflow](#)

**Why this Guide Only Accommodates 8 Religious/Cultural Traditions:** Our instructions connect your daily calendar to the dates from the 8 religious/cultural calendars currently available for Google and Outlook platforms. Do you know of other religious calendars that can be uploaded to Outlook or Google? Please let us know: [cjs@du.edu](mailto:cjs@du.edu)



**Interfaith Trivia:** Did you know that Superman's creators were children of Jewish immigrants? This gives a whole different perspective on the story of Clark Kent hiding his true identity and responding to injustice while adjusting to life in a foreign land.

Artwork by Lauren Zaknoun

A Step-by-Step Guide to  
Incorporating 8 Religious/Cultural  
Calendars into your  
**Office 365 Outlook Calendar**  
in 12 minutes!

This tutorial will help you:

- Add 5 religious calendars internal to Office 365 + 3 external religious/cultural calendars

**LET'S GET STARTED!**



**Interfaith Trivia:** Did you know that Superman's creators were children of Jewish immigrants? This gives a whole different perspective on the story of Clark Kent hiding his true identity and responding to injustice while adjusting to life in a foreign land.



Search Calendar

New | ▾

Add calendar ▾

Interesting calendars

Share

Print

< August 2017 >

S M T W T F S

30 31 1 2 3 4 5

6 7 8 9 10 11 12

13 14 15 16 17 18 19

20 21 22 23 24 25 26

27 28 29 30 31 1 2

< > Au

Sunday

30

6 ☀️

7 ☀️

8 ☀️

10a SCOL orier

Wednesday

Thursday

Friday

Saturday

Secondary calendar

Holiday calendar

From file

From internet

From directory

**Step 1:**

Select “Add Calendar” at the top of the page.

Next, click on “Holiday Calendar” in the drop-down menu.

^ Your calendars



Calendar



United States holi

13

14

15

16

17

18

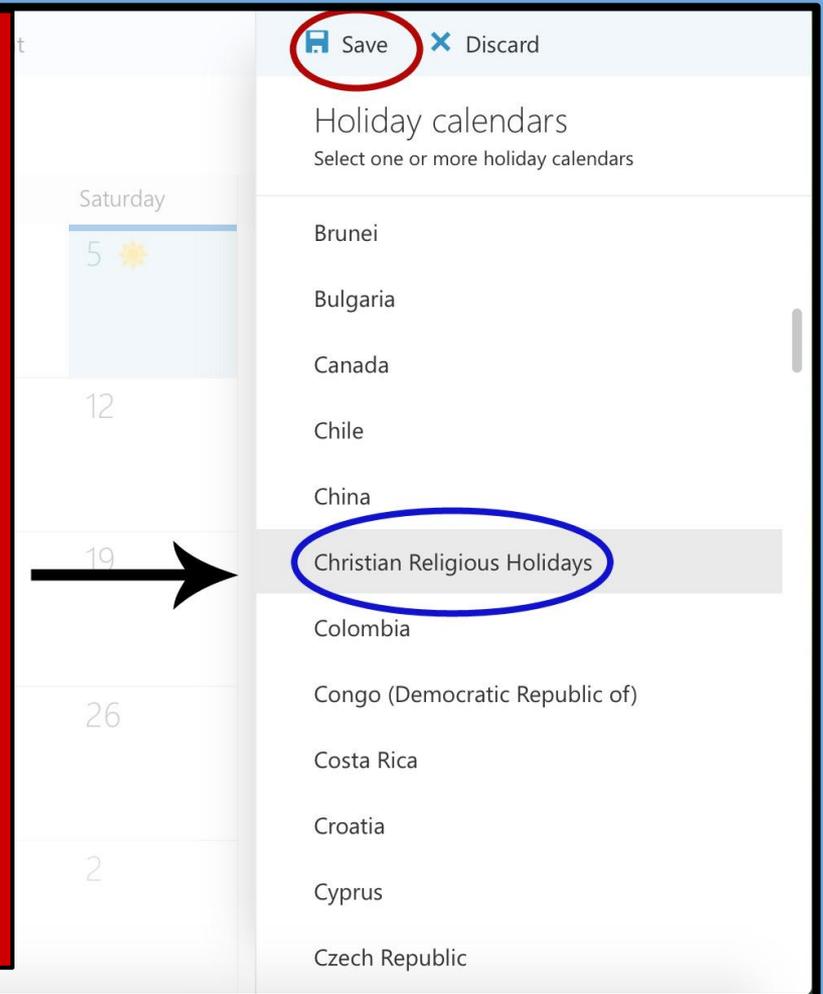
19

## Step 2:

A “Holiday Calendars” list will appear on the right hand side of your screen. This includes many national holiday calendars, as well as 5 religious holiday calendars in alphabetical order. Scroll down the list and select the following 5 religious holiday calendars:

- Christian Religious Holidays
- Holy See (Vatican City)
- Islamic (Shia) Religious Holidays
- Islamic (Sunni) Religious Holidays
- Jewish Religious Holidays

Then hit “Save” at the top of the box.





Search Calendar



New | ▾



Add calendar ▾



Interesting calendars



Share



Print

&lt; August 2017 &gt;

S M T W T F S

30 31 1 2 3 4 5

6 7 8 9 10 11 12

13 14 15 16 17 18 19

20 21 22 23 24 25 26

27 28 29 30 31 1 2

^ Your calendars



Calendar



United States holi



Birthdays

Other calendars

People's calendars

&lt; &gt; August 2017 ▾

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

30

31

Aug 1

2

3

4

5 ☀

6 ☁☀

13

20

27

Congratulations! You have activated the 5 “built-in” religious holiday calendars in your Outlook 365 calendar! The holidays associated with all 5 of these religious traditions will now automatically populate your Outlook 365 calendar. (Each calendar will also be automatically color-coded.)

Now, let’s import 3 more interfaith calendars into your Outlook 365 calendar!

If you previously downloaded the external calendars while transforming another calendar, please [skip steps 3 and 4](#).

**Step 3:** Go to <https://www.calendarlabs.com/ical-calendar/religious/> to download the three external calendars highlighted in red below.

CALENDAR RELIGIOUS CALENDAR PHOTO CALENDAR WORLD CLOCK HOLIDAYS TODAY WIDGETS

» iCal Calendar » Religious Share Tweet Share

### Calendar Categories

- 2017 Templates
- 2018 Templates
- Astrology Calendar
- Desktop Wallpaper
- Blank Calendar
- iCal Calendar**
- Custom Calendar
- Online Calendar
- Long Weekends

## LIST OF RELIGIOUS ICAL CALENDAR

 Buddhist Holidays		
 Christian Holidays		
 Hindu Holidays		
 Islam Holidays	Religious	Holidays
 Jewish Holidays	Religious	Holidays
 Sikh Holidays	Religious	Holidays

**Let's start by clicking "Buddhist Holidays" to download this external calendar to your desktop.**

**Step 4:** After clicking on “Buddhist Holidays”, the green “Download” button will appear (highlighted in red below). Hit this button to download the file to your desktop. Repeat this step for both the Hindu and Sikh Holidays. (**Note:** these calendars are for 2016 & 2017 and will need to be redownloaded for 2018.) Once downloads are complete, reopen your Outlook Calendar.

Calendarlabs.com  
#1 source for any calendar needs

CALENDAR RELIGIOUS CALENDAR PHOTO CALENDAR WORLD CLOCK HOLIDAYS TODAY WIDGETS

» iCal Calendar » Religious » Subscribe [Share](#) [Tweet](#) [Share](#)

### Calendar Categories

- 2017 Templates
- 2018 Templates
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- Custom Calendar
- Online Calendar
- Long Weekends
- PDF Calendar

## SUBSCRIBE BUDDHIST HOLIDAYS ICAL CALENDAR

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
30/03	31	01/04	2	3	4	5	
<b>Bodhi Day (Upcoming Event)</b>					Good Friday		Easter Sunday
Fri, 08 Dec 2017 00:00:00 GMT			8	9	10	11	12
Buddhist	Easter Monday						
Religious	Easter Monday						
13	14	15	16	17	18	19	
<a href="#">Subscribe</a>	<a href="#">Download</a>						
20	21	22	23	24	25	26	

Subscribe or download the Buddhist Holidays web calendar into your ICS calendar supported applications. Works well with Outlook, Google Calendar, iOS, Android, Mac iCal etc.

The screenshot shows a Windows calendar for August 2017. On the left, a sidebar lists various calendars: Islamic (Sunnī) Religious Holidays, Jewish Religious Holidays, and a section titled "Other calendars" which includes Buddhist, Sikh, and Hindu. The "Other calendars" section is circled in red. A black arrow points from a text box on the right to this section. The main calendar grid shows dates from 30th of the previous month to 2nd of the next month, with a "Tisha BeAv" holiday highlighted on August 1st.

**Step 5:**  
Hover your mouse over “Other Calendars” and click on the “+” sign that appears to its right. A text box will then appear under the “Other Calendars” category.

Please type “Buddhist” into the text box to designate a location to upload the Buddhist external calendar you have downloaded. When done typing, hit Enter.

Repeat this step for both the Sikh and Hindu calendars.

Search Calendar

New | Add calendar | Interesting calendars | Share | Print

August 2017

Calendar

From file

From internet

From directory

Step 6:  
To upload the external calendars, select “Add Calendar.” In the drop-down menu, click on “From file.”

The image shows a screenshot of a calendar application interface. At the top, there is a search bar and navigation options: 'New', 'Add calendar', 'Interesting calendars', 'Share', and 'Print'. The main area displays a calendar for August 2017. A dropdown menu is open under 'Add calendar', with 'From file' highlighted in blue and circled in red. A black arrow points from the callout box to this option. The callout box contains the text: 'Step 6: To upload the external calendars, select “Add Calendar.” In the drop-down menu, click on “From file.”' The calendar shows various events, including 'Tisha BeAv', '10a SCOL orier', 'Vigil of Assumj', 'Assumption', 'Assumption - V', 'Assumption - E', 'Arafat', and 'Eid al Adha'. On the left side, there are sections for 'Islamic (Sunn) Re', 'Jewish Religious H', 'Other calendars', 'Buddhist', and 'People's calendars', and a 'Groups' section at the bottom.

## Step 7:

A new window will open called “Import Calendar.” Choose the Buddhist .ics file from your desktop. To locate that file, click “Browse.”

Next, under “Calendar” click on the drop-down arrow to reveal the list of calendar titles you previously created.

Select “Buddhist” and then hit “Save” highlighted in red.

Complete this step for the Sikh and Hindu calendars, being sure to match each .ics file the calendar title you’ve created for it.

Save Discard

### Import a calendar

Import events from an .ICS file to your existing calendar.

Choose an .ICS file.

Buddhist-Holidays.ics Browse

Calendar:

Buddhist

## CONGRATULATIONS!

**YOUR OUTLOOK 365 CALENDAR HAS BEEN TRANSFORMED!**

**JUST A FEW MORE KEY STEPS TO SUCCESS....**

- Your **1st next step** is to incorporate your new Interfaith Calendar into your office flow and scheduling routines; [click here](#) for **7 Best Practices to help you get started!**
- Your **2nd next step** is to email us at [cjs@du.edu](mailto:cjs@du.edu) so we can
  - add your name to our online list of **"DU Interfaith Calendar Checkers!"**;
  - add you to the **"DU Checks the Interfaith Calendar" listserv** for annual reminders to update your external calendar files each January so holiday dates are uploaded for the upcoming year!
- Your **3rd next step** is to complete the full **"DU Interfaith Challenge"**; download either a 'Staff/Faculty/Student Group' version or an 'Individual Student' version at [www.du.edu/ahss/cjs/interfaith](http://www.du.edu/ahss/cjs/interfaith) and find out how to:
  - Get a free **'dessert extravaganza'** delivered to your office/group, and get invited to **congratulatory 'pop-up ice cream sundae parties'** throughout 2017-18!
  - Get a fun **superhero poster** proudly declaring your office/group checks the interfaith calendar!
  - Participate in our **'Online Photo Challenge'** to help get other campus offices/groups to update their calendars!
  - **Get your office's name added** to our online list of **"DU Interfaith Calendar Checkers!"**

## Section 2: Google Calendar

A Step-by-Step Guide to  
Incorporating 7 Religious/Cultural  
Calendars into your  
**Google Calendar**  
in 12 minutes!

This tutorial will help you:

- Add 4 religious calendars internal to Google Calendar + 3 external religious/cultural calendars

**LET'S GET STARTED!**



**Interfaith Trivia:** Did you know that Superman's creators were children of Jewish immigrants? This gives a whole different perspective on the story of Clark Kent hiding his true identity and responding to injustice while adjusting to life in a foreign land.

# Calendar

Today



Aug 20 – 26, 2017

Day

Week

Month

CREATE



August 2017

S	M	T	W	T	F	S
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

My calendars



Other calendars



GMT-06	Sun 8/20	Mon 8/21	Tue 8/22	Wed 8/23	Thu 8/24
4am					
5am					
6am					
7am					
8am					
9am					
1pm					
2pm					

## Step 1:

Tap the drop-down arrow to the right of “Other calendars”

Add a friend's calendar

Browse Interesting Calendars

Add by URL

Import calendar

Settings

Select “Browse Interesting Calendars”

## Interesting Calendars [« Back to calendar](#)

**Holidays** Sports More

Christian Holidays

Jewish Holidays

Muslim Holidays

Orthodox Holidays

Holidays in Afghanistan

Holidays in Albania

Holidays in Algeria

Four calendars to incorporate for religious inclusivity

### Step 2:

Select “Subscribe” to download a religious holiday category to your personal calendar.

Preview **Subscribe**

## Interesting Calendars [« Back to calendar](#)

**Holidays** Sports More

Christian Holidays

Jewish Holidays

Muslim Holidays

Orthodox Holidays

Holidays in Afghanistan

Holidays in Albania

Holidays in Algeria

Once subscribed, these calendars will be incorporated into your personal calendar.

Preview **Unsubscribe**

Preview **Unsubscribe**

Preview **Unsubscribe**

Preview **Unsubscribe**

Preview **Subscribe**

Preview **Subscribe**

Preview **Subscribe**

# WE'RE HALFWAY DONE TRANSFORMING YOUR GOOGLE CALENDAR!

You should now see Google's 4 "built in" religious calendars in your Google Calendar (listed under "Other calendars"). You may color-code them as you wish using the dropdown arrow to the right of each calendar.

Now that we're finished adding the 4 calendars provided by Google, let's move on to uploading 3 external calendars.

If you previously downloaded the external calendars while transforming another calendar, please [skip steps 3 and 4](#).

**Step 3:** Go to <https://www.calendarlabs.com/ical-calendar/religious/> to download the three external calendars highlighted in red below.

CALENDAR RELIGIOUS CALENDAR PHOTO CALENDAR WORLD CLOCK HOLIDAYS TODAY WIDGETS

» iCal Calendar » Religious Share Tweet Share

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## LIST OF RELIGIOUS ICAL CALENDAR

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 Sikh Holidays	Religious	Holidays

**Let's start by clicking "Buddhist Holidays" to download this external calendar to your desktop.**

**Step 4:** After clicking on “Buddhist Holidays”, the green “Download” button will appear (highlighted in red below). Hit this button to download the file to your desktop. Repeat this step for both the Hindu and Sikh Holidays. (**Note:** these calendars are for 2016 & 2017 and will need to be redownloaded for 2018.) Once downloads are complete, reopen your Google Calendar.

The screenshot shows the website **Calendarlabs.com**, which is described as the "#1 source for any calendar needs". The navigation menu includes "CALENDAR", "RELIGIOUS CALENDAR", "PHOTO CALENDAR", "WORLD CLOCK", "HOLIDAYS", "TODAY", and "WIDGETS". A search bar is located on the right. The main content area is titled "SUBSCRIBE BUDDHIST HOLIDAYS ICAL CALENDAR". A calendar grid is displayed, showing dates from 30/03 to 26. An event for "Bodhi Day" is highlighted on Friday, 08 Dec 2017. Below the calendar, there are two buttons: "Subscribe" and "Download". The "Download" button is green and features a download icon, and it is circled in red. At the bottom, a text box states: "Subscribe or download the Buddhist Holidays web calendar into your ICS calendar supported applications. Works well with Outlook, Google Calendar, iOS, Android, Mac iCal etc."

# Calendar

Today



Aug 20 – 26, 2017

Day

Week

Month

CREATE ▾

▼ August 2017 < >

S	M	T	W	T	F	S
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

GMT-06	Sun 8/20	Mon 8/21	Tue 8/22	Wed 8/23	Thu 8/24
1pm					
2pm					
3pm					
4pm					
5pm					
6pm					
7pm					
8pm					
9pm					
10pm					

**Step 5:**  
Tap the drop-down arrow to the right of "My calendars"

▶ My calendars

▶ Other calendars

- Create new calendar
- Settings

Select "Create new calendar"

# Step 6:

Let's create a new calendar where Sikh celebrations can be uploaded; let's name the calendar "Sikh Festivals." Once complete, tap "Create Calendar" (highlighted in red) located in the top left corner.

## Create New Calendar

### Calendar Details

[« Back to calendar](#) **Create Calendar** [Cancel](#)

Calendar Name:

Sikh Festivals

Description:

*(Description Optional)*

Location:

e.g. "San Francisco" or "New York" or "USA." Specifying a general location will help people find events on your calendar (if it's public)

Calendar Time Zone:

Please first select a country to select the right set of time zones. To see all time zones, check the box instead.

Country:  (choose a different country to see other time zones)

Now select a time zone:   Display all time zones

**Make this calendar public** [Learn more](#)

This calendar will appear in public Google search results.

Share only my free/busy information (Hide details)

### Share with specific people

Person

Permission Settings [Learn more](#)

Remove



CREATE



GMT-06

Sun 8/20

Mon 8/21

Tue 8/22

Wed 8/23

Thu 8/24

## Step 8:

Choose the “Sikh-Holidays.ics” from your desktop as the file to upload.

Make sure to select the new calendar “Sikh Festivals” you created as the file destination.

Tap “Import” (highlighted in red).

### Import calendar

**File:**

Choose File no file selected

Choose the file that contains your events. Google Calendar can import event information in iCal or CSV (MS Outlook) format. [Learn more](#)

**Calendar:**

Sikh Festivals

Choose the calendar where these events should be saved.

**Import**

Cancel

**Repeat Steps 5 - 8 for the Hindu and Buddhist calendars on your desktop.**

**CONGRATULATIONS!**  
**YOUR GOOGLE CALENDAR HAS BEEN TRANSFORMED!**  
**JUST A FEW MORE KEY STEPS TO SUCCESS....**

- Your **1st next step** is to incorporate your new Interfaith Calendar into your office flow and scheduling routines; [click here](#) for **7 Best Practices to help you get started!**
  
- Your **2nd next step** is to email us at [cjs@du.edu](mailto:cjs@du.edu) so we can
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This tutorial will help you:

- Add 5 religious/cultural calendars internal to Outlook 2010 + 3 external religious/cultural calendars

**LET'S GET STARTED!**



**Interfaith Trivia:** Did you know that Superman's creators were children of Jewish immigrants? This gives a whole different perspective on the story of Clark Kent hiding his true identity and responding to injustice while adjusting to life in a foreign land.

File Home Send / Receive Folder View

- Save
- Save As
- Info
- Open
- Print
- Help
- Options**

### Support



Microsoft Office Help  
Get help using Microsoft Office.



### Step 1:

Select "File" at the top left corner of the page.  
Next, click on "Options" in the drop-down menu.



Contact Us  
Let us know if you need help or how we can make Office better.



[Change Product Key](#)

### Tools for Working With Office



Options  
Customize language, display, and other program settings.



Check for Updates  
Get the latest updates available for Microsoft Office.

### About Microsoft Outlook

Version: 14.0.7184.5000 (64-bit)  
[Additional Version and Copyright Information](#)  
Part of Microsoft Office Professional Plus 2010  
© 2010 Microsoft Corporation. All rights reserved.  
[Microsoft Customer Services and Support](#)  
Product ID: 02260-018-0000106-48120  
[Microsoft Software License Terms](#)

The screenshot shows the Outlook Options dialog box. On the left sidebar, the 'Calendar' option is highlighted with a red oval. A black arrow points from the 'Calendar' option to the main content area. In the main content area, the 'Calendar options' section is visible. The 'Add Holidays...' button is circled in red. A black arrow points from the 'Add Holidays...' button to a text box. The text box contains the following text:

**Step 2:**  
The “Outlook Options” box will pop open.  
Select “Calendar” from the left sidebar.  
Then, select the “Add Holidays” button.

The main content area also shows other settings such as 'Work hours', 'Work week', 'First day of week', 'First week of year', 'Default reminders', 'Allow attendees to propose new times for meetings', 'Use this response when proposing a new meeting time', 'Add holidays to the Calendar', 'Change the permissions for viewing Free/Busy information', 'Enable an alternate calendar', and 'When sending meeting requests outside of your organization, use the iCalendar format'.

General

Mail

Calendar



Change the settings for calendars, meetings, and time zones.

Work time

Hours:

8:00 AM

4:30 PM

Week:  Sun  Mon  Tue  Wed  Thu  Fri

Day of week: Sunday

Week of:

Add Holidays to Calendar

Select the locations whose holidays you would like copied to your Outlook Calendar:

- Bulgaria
- Canada
- Chile
- China
- Christian Religious Holidays
- Colombia
- Costa Rica
- Croatia
- Czech Republic
- Denmark

OK Cancel

### Step 3:

The “Add Holidays to Calendar” box will appear. This includes many national holiday calendars, as well as 5 religious holiday calendars in alphabetical order.

Scroll down the list and select the following 5 religious holiday calendars:

- Christian Religious Holidays
- Holy See (Vatican City)
- Islamic (Shia) Religious Holidays
- Islamic (Sunni) Religious Holidays
- Jewish Religious Holidays

Then hit “OK” at the bottom of the box.

The image shows a screenshot of the Microsoft Outlook calendar interface. On the left, there is a navigation pane with a calendar view for August 2017 and a list of calendars under 'My Calendars' and 'Shared Calendars'. The 'Shared Calendars' list includes: Jewish Religious Holidays (checked), Islamic (Sunnii) Religious Holiday (checked), Islamic (Shia) Religious Holidays (checked), Christian Religious Holidays (checked), Holy See (Vatican City) holidays (checked), United States holidays - Holocaust (unchecked), and Other Calendars (unchecked). The main calendar area displays 'August 10, 2017' (Thursday) with a time axis from 8 am to 2:00 pm. A red text box is overlaid on the calendar, containing the following text:

We are now done adding the 5 “built-in” Outlook religious holiday calendars. The holidays associated with all 5 of these religious traditions will now automatically populate your Outlook calendar. Each calendar will also be automatically color-coded.

Now, let’s import 3 more interfaith calendars into your Outlook calendar!

If you previously downloaded the external calendars while transforming another calendar, please [skip steps 3 and 4](#).

**Step 4:** Go to <https://www.calendarlabs.com/ical-calendar/religious/> to download the three external calendars highlighted in red below.

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**Let's start by clicking "Buddhist Holidays" to download this external calendar to your desktop.**

**Step 5:** After clicking on “Buddhist Holidays”, the green “Download” button will appear (highlighted in red below). Hit this button to download the file to your desktop. Repeat this step for both the Hindu and Sikh Holidays. (**Note:** these calendars are for 2016 & 2017 and will need to be redownloaded for 2018.) Once downloads are complete, reopen your Outlook 2010 Calendar.

The screenshot shows the website **Calendarlabs.com** with the tagline "#1 source for any calendar needs". The navigation menu includes CALENDAR, RELIGIOUS CALENDAR, PHOTO CALENDAR, WORLD CLOCK, HOLIDAYS, TODAY, and WIDGETS. A search bar is located on the right. The breadcrumb trail is » iCal Calendar » Religious » Subscribe. Social sharing buttons for Facebook, Twitter, and Google+ are present. The main heading is "SUBSCRIBE BUDDHIST HOLIDAYS ICAL CALENDAR". Below this is a calendar grid for December 2017, with "Bodhi Day (Upcoming Event)" highlighted on Friday, Dec 8, 2017. At the bottom of the calendar grid, there are two buttons: "Subscribe" and "Download". The "Download" button, which features a green background and a white download icon, is circled in red. Below the calendar, there is a text box that reads: "Subscribe or download the Buddhist Holidays web calendar into your ICS calendar supported applications. Works well with Outlook, Google Calendar, iOS, Android, Mac iCal etc."

- Blank Calendar
- iCal Calendar**
- Custom Calendar
- Online Calendar
- Long Weekends
- PDF Calendar
- Excel Calendar
- Printable Calendar
- Photo Calendar
- School Calendar
- Family Calendar
- Fiscal Calendar
- Accounting Calendar
- Business Calendar



Buddhist\_Holidays.ics



### Step 6:

After the calendar has downloaded:

Click on the up arrow and select  
“Open”

It will automatically show in your  
Outlook 2010 Calendar under “Other  
Calendars”

Repeat this step for both the Sikh &  
Hindu calendars.

August 2017

Su	Mo	Tu	We	Th	Fr	Sa
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

My Calendars

Shared Calendars

Other Calendars

- Buddhist Holidays
- Sikh Holidays
- Hindu Holidays

August 10, 2017

Buddhist Holidays x

Sikh Holidays x

Hindu Holidays

10 Thursday

10 Thursday

10

8 am

9<sup>00</sup>

10<sup>00</sup>

11<sup>00</sup>

12 pm

1<sup>00</sup>

2<sup>00</sup>

ment

ment

ment

ment

**Step 7:**

**When you are done adding all of the calendars you should see them under "Other Calendars"**

**CONGRATULATIONS!**  
**YOUR OUTLOOK 2018 CALENDAR HAS BEEN TRANSFORMED!**  
**JUST A FEW MORE KEY STEPS TO SUCCESS....**

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  - Get a free **'dessert extravaganza'** delivered to your office/group, and get invited to **congratulatory 'pop-up ice cream sundae parties'** throughout 2017-18!
  - Get a fun **superhero poster** proudly declaring your office/group checks the interfaith calendar!
  - Participate in our **'Online Photo Challenge'** to help get other campus offices/groups to update their calendars!
  - **Get your office's name added** to our online list of "DU Interfaith Calendar Checkers!"

# 7 Best Practices

## Making interfaith part of office workflow

Some starting tips from  
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\*Find an easy-to-download 2-page PDF of these 7 best practices at [www.du.edu/ahss/cjs/interfaith](http://www.du.edu/ahss/cjs/interfaith), or pick up a copy at CJS in Sturm Hall 157!



**Interfaith Trivia:** Did you know that Superman's creators were children of Jewish immigrants? This gives a whole different perspective on the story of Clark Kent hiding his true identity and responding to injustice while adjusting to life in a foreign land.

Artwork by Lauren Zaknoun

# 1. Develop a mindful & fail-proof strategy for Checking the Interfaith Calendar *before finalizing event or meeting dates.*

Having your new interfaith calendar is only a first step. To see any real change, you need to update **your and your office's best practices so that you and your team don't forget to consult the interfaith calendar before setting event and program dates.**

Please do not rely on your memory or good intentions to make this happen; rather:

Please schedule a meeting asap with relevant member/s of your team to brainstorm and finalize a step-by-step concrete and fail-proof plan for how your office will use interfaith calendar information when planning future events and meetings.

[One way to help ensure accountability is to create an event scheduling checklist for each event, and to have the office member in charge of scheduling be required to sign and date the form once she or he has completed the 'interfaith calendar check' step for the event in question. Related: If your office already has event checklists, please commit to adding 'Check Interfaith Calendar' to each and every event checklist]

## *2. Take special care on fasting days.*

Depending on the holiday in question, fasting days might or might not be consistent with your event. Here are three starting considerations to bear in mind:

**(1) Is the fasting day in question part of a holiday with work restrictions for members of a given tradition?** If so, then observant members of that religion might not be able to attend your event, regardless of the nature of the event.

**(2) Is the nature of your event consistent with a fasting day?** While it might be consistent for a person fasting to come to hear a lecture, it might be inconsistent for a person fasting to attend a music concert or a comedy showcase. It might certainly be inconsistent if your event is a meal or a cookie party.

**(3) Are DU exams taking place during religious fasting days, and if so, how should we best accommodate student and faculty needs? For example, in Spring 2017, final exams fell during Ramadan;** the Muslim Student Association hosted important campus-wide conversations about a DU Ramadan Policy in addition to DU's current Religious Accommodation policies. These are ongoing conversations; get involved and help ensure that DU is increasingly mindful and increasingly inclusive around religious inclusivity.

### 3. *When it is and isn't OK to schedule on a religious holiday/festival.*

If no one in your office's reading group celebrates a certain religious holiday, it is likely fine to schedule your meeting on that holiday. However **(1)** even in smaller groups, please don't assume you know the cultural/religious practices of everyone in your group - consult with them; and **(2)** if you are planning departmental or university-wide events, please take great care to avoid scheduling on religious holidays.

That said, also keep in mind that not all religious holidays would prevent someone from that religion from attending an event; for example, many Jews (both observant and non-observant) would likely not be able to attend a meeting or event during the 2 days of 'Rosh Hashanah' or even on the day before the holiday (given that holiday's unique implications), while many Jews (both observant and non-observant) would likely be able to attend during any or all of the 8 days of 'Hanukkah' (given that holiday's unique implications).

**To help determine whether a holiday is likely to prevent people from being able to attend your event:**

**(1)** Ask colleagues and neighbors and check information online (including the "Holiday Fact Sheets" on Canvas; see OTL's "Inclusive Teaching Practices Portal");

**(2)** Consult DU Religious & Spiritual Life @ [www.du.edu/studentlife/religiouslife/events-activities/calendar.html](http://www.du.edu/studentlife/religiouslife/events-activities/calendar.html) to see whether a particular holiday is associated with a *special worship* or *restriction* that might prevent attendance;

**(3)** Remember to always consider a given holiday's lifecycle/cultural implications (including travel, time with family, food preparations, etc.), separate from any "observance/worship" details...

#### ***4. Don't focus on whether your colleague or student is "observant"; focus on the cultural/lifecycle implications of a holiday/festival for their day/week.***

Separate from questions of observance/worship, be sure to consider whether the holiday/festival days in question are the kind of days where people from a given tradition are likely to be spending lifecycle time with family and friends; e.g. if the celebration is associated with travel, meal preparations, family visits, etc., then likely people from that tradition (whether or not they are "observant") will not be free to participate in your event/meeting.

#### ***5. Be thoughtful about the days before and after holidays/festivals.***

Because of factors like travel, family visits, and meal preparations, often it is just as non-inclusive to schedule an event or meeting on the day before or after a holiday as on the day of the holiday (e.g. if you are Christian, imagine how you'd feel if someone scheduled an important meeting on Dec. 24 on the reasoning that "well, it's a day \*before\* Christmas, so it should be fine"; that would likely be quite disruptive to your holiday plans, and likely you would not be able to attend the meeting/event).

## 6. Schedule a date in January for updating external interfaith calendar files (& join the CJS listserv for a reminder).

As we've noted above, the three external holiday files need to be updated each calendar year. Please mark your calendar now, while you're thinking of it, so that you set aside the few minutes you will need each January to help keep your interfaith dates up-to-date.

If you'd like an annual reminder, email [cjs@du.edu](mailto:cjs@du.edu) to be added to the 'DU Checks the Interfaith Calendar' listserv; 4 emails will go out (monthly in November-February) to help remind you when (and how) to make that annual update.

## 7. If your office schedules an event on a religious holiday: Acknowledge & Apologize.

**What if in spite of all best efforts your office finds itself scheduling a meeting or event on a religious holiday?** There is no ideal way to address situations like this, but acknowledgment + apology is better than hoping no one notices. In such cases, consider including the following sort of language on your website and on your event materials:

**“We apologize to those who might be unable to attend our event due to [name of holiday]; scheduling and other factors led us to select this date, and we hope to avoid similar outcomes in the future. Inclusivity - including religious inclusivity - is a value we work hard to uphold.”**

Adding language along these lines to your marketing and website in cases of holiday conflicts helps show that your office is (1) in the habit of consulting an interfaith calendar, (2) aware that the event date likely excludes people from attending, and (3) apologetic for the outcome (and committed to trying in earnest to do better in the future).