

The organisation of the Miss Wheelchair Contest –a Guide

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1. The organisation of events addressed to people with disabilities – general principles

Every person is unique and has come into this world to fulfil certain tasks and pursue a unique mission. We all have our own place in the world and play a significant role in social life. Development, personal fulfilment and entertainment are rights vested in all of us, and disability should not pose an obstacle or limitation.

The Charter of Persons with Disabilities provides, among other things, for the right to fully participate in public, social, cultural, artistic and sporting life, as well as in recreational and touristic activities, in line with one's own interests and needs.

When organising events addressed to people with disabilities, any potential limitations and barriers encountered by such people should be taken into consideration, with architectural, communication, financial, social and mental barriers being viewed as the major factors inhibiting the accomplishment of disabled people's objectives.

The organisers of such events should therefore seek to eliminate these obstacles, or at least to reduce them to the minimum, in order for each participant to feel unconstrained and comfortable, and to be able to explore all the opportunities provided.

It is equally important for such events to be held in a place accessible to people moving on wheelchairs. Translation from/into sign language, audio descriptions and induction loops should also be provided.

2. Savoir vivre towards people with disabilities.

As savoir-vivre is culturally conditioned, so its principles will vary substantially in various parts in the world. However, the satisfactory savoir-vivre skills contribute to our personal culture, no

matter where we are. Savoir-vivre is based on the ability to take the appropriate approach when dealing with and thinking about other people.

Disability does not define a human being, nor does it make a person inferior only because he or she moves or communicates with the world in a different way. A disabled person is an equal human being, the presence of whom should not make anyone feel awkward. We should overcome the fear of making mistakes or asking for things we don't know. We should also abandon an attitude based on indifference, abstain from favouring people because of their disabilities, and stop pretending that they are not there. We should be open and kind, remembering that every person is unique and requires an individual approach.

We should always address disabled people in a direct way, rather than through their companion, assistants or sign-language translators. Using terms such as "cripple" or "invalid" is very inappropriate, and so is making decisions for disabled people which they can do perfectly well themselves.

Most important, we should simply act in the way we would like others to deal with us.

3. Recruitment to the Miss Wheelchair Contest

Recruitment to the Miss Wheelchair Contest is conducted in stages. The recruitment methods employed by the Only One Foundation have been improved during each year's events. In 2016 the Foundation used the recruitment methods which it then considered the most appropriate. They are briefly presented in the following table.

Recruitment stage	Duration
<p>Accepting applications</p> <p>Each application should contain:</p> <ul style="list-style-type: none"> • properly completed recruitment documents, • a current high-quality head shot to be published on the Internet, • a video recording with the candidate answering questions to be broadcast on the first day of the recruitment, • a signed copy of the recruitment process regulations, • a signed copy of the Miss Wheelchair Workshops regulations, • a scanned version of a document confirming the disability, with an indication that the person uses a wheelchair 	<p>2 months</p>

<p>Audience voting</p> <p>The audience selects two finalists and grants them a wild-card entry. On-line voting is conducted via e-mail and text messages (SMS).</p>	<p>1 month</p>
<p>Jury voting</p> <p>The jury convenes to discuss the submitted applications. The jury should mainly be composed of people operating in the fashion and beauty industries, along with people associated with the disability sector. The jury selects ten finalists.</p>	<p>1 day</p>
<p>Announcing the results</p> <p>The results are published on the Internet. The finalists receive congratulatory e-mails. They are further requested to respond to the e-mails within a set deadline, and to submit the following documents:</p> <ul style="list-style-type: none"> • a body size chart, • a contract to be agreed, <p>additional documents if these are required for any envisaged activity</p>	<p>3 weeks</p>

Only applications sent by candidates of age, along with the properly completed documents, will be considered. The organisers should use their best endeavours to enable the candidates whose applications are incomplete or incorrect to provide the missing/corrected files within the set deadline.

4. The Miss Wheelchair Workshops

The Miss Wheelchair Workshops last several days (or weeks), during which the finalists in the Miss Wheelchair Contest are offered the possibility to fully prepare for the Final Gala by practising choreography, taking part in incentive sessions with a coach, and participating in a visage course and photo sessions.

The Workshops are followed by the Miss Wheelchair Final Gala, during which the finalists perform on stage, and the Miss Wheelchair titles are awarded.

The exact time schedule of the Miss Wheelchair Workshops depends on the types of activities prepared by the organisers. The following activities must be included in the schedule:

- Photo sessions – the number of days to be spent on this activity depends on the intended number of sessions,

- Fitting – this should take place on the first day to ensure that the attire is ready for the photo sessions and the Final Gala,
- Choreography practice – this activity should take at least three days.

Other activities presented below constitute recommended good practices.

4a. Food and accommodation

Food and accommodations should be provided to the finalists for the entire duration of the Miss Wheelchair Workshops.

Accommodation must be provided in a building adjusted to the needs of people with disabilities. It is important that the rooms are located on the ground floor in a building with a driveway, or in a building with a lift. It would be ideal for each finalist to have her own room with an adequate bathroom. However, given the insufficient number of buildings with several rooms equipped with bathrooms adjusted to the needs of disabled people, it is possible for several finalists to use a shared bathroom. In such a case, when preparing a daily timetable, it should be remembered that bathing will take more time for those finalists who are not capable of self-help.

Attention should also be paid to providing adequate quarters for volunteers, workshop staff, employees and other people connected with the Miss Wheelchair Workshops staying in the area.

Catering services should be planned in such a way that the finalists are not hungry during the activities. The best possible solution, as recommended by nutrition specialists, is to serve five wholesome meals. Other dieting schemes, however, are also allowed. In the case of a limited number of meals, a food store should be located within a short distance of the Miss Wheelchair Workshops area.

The finalists' diet should be well balanced. As this is a beauty contest, the finalists should take care of their body, skin, hair and nails, and they should consume the right amounts of nutrients.

Catering services should also be provided to the workshop staff, volunteers, employees and other people attending the Miss Wheelchair Workshops (e.g. invited guests or representatives of the media, spending the whole day in the Workshops area).

4b. Choreography

Choreography forms an important element in the finalists' presentation during the Miss Wheelchair Final Gala. It is of the utmost importance to find a choreographer who understands diversified types of physical limitations, and believes that everybody can dance, regardless of their motor skills.

During the Miss Wheelchair Workshops, the finalists practise choreography for eight hours a day, with lunch or toilet breaks, for three-four days.

At the first meeting with the finalists, the choreographer must take account of the following:

- arm strength,
- range of movement,
- overall strength,
- wheelchair-movement skills.

The choreographer verifies these parameters through simple exercises, i.e.:

- the choreographer sits on a chair and asks the finalist to repeat his/her movements,
- the choreographer asks the finalist to manoeuvre a wheelchair for a short distance and examines her movements,
- the choreographer asks the finalist to raise her hands...

and the like.

Once the choreographer has learnt about the physical abilities and limitations of the finalists, he or she prepares the choreography.

Depending on the finalists' fitness, the choreography may be:

- static, with assistants (as during the 2015 Miss Poland Wheelchair Gala),
- dynamic, without assistants (as during the 2016 Miss Poland Wheelchair Gala).

Performance by fully-abled dancers may form part of the choreography.

In the case of finalists with a substantial degree of disability, using a motorised wheelchair or involving an assistant should be considered. Judging from our experience, finalists in an active wheelchair make a much better impression, even when led by a dancer, and an aesthetically pleasing presentation of each finalist is the most significant element in the whole performance.

In the case of finalists using improperly selected or poorly looking equipment, it is the organiser's obligation to provide them with a wheelchair ensuring a favourable presentation.

4c. Assistants

Assistants should be engaged to provide support to the finalists. Assistants are volunteers who help the finalists deal with any activities they find difficult to perform, including:

- daily hygienic procedures and putting on clothes,
- moving into/out of bed, wheelchair, etc.
- eating (if the finalist cannot do this herself),
- make-up (if the finalist cannot do this herself),

and the like.

It should be borne in mind that there are various disease entities, and the volunteers are obliged to give those finalists who are not self-sufficient the opportunity to look their best during the Miss Wheelchair Workshops. Given that the workshop activities are documented on photographs, and representatives of the media can appear at any time, the appearance of the finalists during the Miss Wheelchair Workshops is extremely important.

Assistants' support also proves indispensable during various activities, including especially photo sessions, when the finalists need to be moved out of their wheelchairs, as well as on the fitting day and during the Final Gala.

The number of assistants to be engaged depends on the actual self-sufficiency of the finalists. Before the Miss Wheelchair Workshops begin, information should be gathered from the finalists, concerning their degree of self-sufficiency, providing the basis for determining the number of volunteers to be engaged. The rules of thumb are:

- there should be two volunteers for every finalist incapable of self-help,
- there should be two volunteers for every finalist capable of self-help.

4d. Coaching

During the Miss Wheelchair Workshops, each finalist takes part in meetings with a coach. This forms an extremely important element in the preparatory stage, as it makes the finalists more confident and gives them an opportunity to learn how to speak professionally in front of cameras.

Sessions with a coach are divided into individual and group activities. A detailed plan of the sessions is drawn up by the coach.

4e. Photo sessions

During the Miss Wheelchair Workshops, the finalists take part in various photo sessions, and the photos are then displayed on the organiser's website and social-networking sites, and they are sent to the media. Photos taken during those sessions are also included in a special catalogue featuring the finalists, and a calendar which each year has a different leading motif. Before the sessions begin, satisfactory place, equipment, photographers, stylists, make-up artists and clothes must be ensured. Everything must be prepared down to the last detail. The finalists should be divided into smaller groups so that each group will have a different photo session on a given day. This should make the work much easier. During the photo sessions, the finalists should be accompanied by volunteers who can help them not only to change clothes but also to assume the appropriate posture or arrange the attire as requested by the photographer. If the session takes place outside the Workshops area, the finalists must be provided with convenient transport and food for the duration of the session. Photo sessions usually last for several hours, but no specific time is envisaged per finalist. All finalists must therefore stay ready to be photographed during the whole session. Once the session is completed, the organisers select the best photos, which must be properly processed by the photographer and submitted to the organisers within a set deadline. All photos constitute the property of the organiser, and neither the photographer nor the finalists may publish them without the organiser's prior consent. The right to first publication is also vested in the organiser unless it is decided otherwise.

4f. Visage

The finalists must wear make-up for each photo session, during the Final Gala, while appearing in front of cameras, and the like. The make-up artists working with the finalists must closely examine the type of looks and the skin tone of each of them, and select the right foundation and eye-shadow colours at the initial stage of the Miss Wheelchair Workshops, in order to be able to quickly apply the finalists' make-up when necessary.

During the Miss Wheelchair Workshops, the finalists are offered an opportunity to take part in a visage course, which they are likely to consider an attractive activity, letting them take a break from other, more physically demanding activities. During the visage course, the finalists should learn how to apply daytime make-up.

4g. A meeting with a famous person/company/brand

It is a good idea to organise meetings with famous people or brands during the Miss Wheelchair Workshops. Depending on the contacts established by the organiser, these can be meetings with:

- a Miss from a given country (an incentive function),
- a Miss from another country (an incentive function),
- a famous person moving on a wheelchair (an incentive function),
- a company offering innovative technological solutions (an informative function),
- a company presenting orthopaedic or rehabilitation equipment (an informative function).

During such a meeting, the finalists should be allowed to ask questions. The meeting serves either incentive or informative functions. The incentive function is meant to make the finalists more eager to work, and to increase their motivation, while the informative meetings can have a positive impact on their quality of life, by presenting innovative solutions facilitating their daily lives.

While determining the meeting conditions, the organisers should bear in mind the need to agree on the following issues:

- who covers the travel costs,
- who covers the accommodation costs,
- who covers the catering costs,
- how long the meeting is intended to last,
- whether taking photos is allowed during the meeting.

All this should be specified in the agreement.

4h. Workshop-plans template

Below is a template schedule of the Miss Wheelchair Workshops. Attention should be paid to the daily assignment of the various workshop activities. This schedule reflects the four-year experience gathered by the Only One Foundation. It has been tested in practice and proven effective.

Day One Arrival of the finalists by 1.00 pm		
2.00 pm Volunteer training 4.00 pm Dinner 5.00 pm Briefing 5.30 pm Bra-fitting, attire-fitting, arrangements concerning make-up and hairstyle 9.00 pm Manicure		
Day Two Photo sessions & coaching		
Session 1 – Calendar-photo session Session 2 – Session for photo-montage purposes Session 3 – Catalogue-photo session Session 4 – Outdoor street-style session Session 5 – Sports-photo session		
GROUP 1 – PHOTO SESSIONS	GROUP 2 – PHOTO SESSIONS	GROUP 3 – PHOTO SESSIONS
8.30 am Breakfast 9.30 am Leaving for photo sessions: Photo-session 1 Photo-session 2 4.00 pm Dinner	8.30 am Breakfast 10.00 am Preparation for photo sessions Photo-session 3 Leaving for Photo-session 4 4.00 pm Dinner	8.30 am Breakfast 9.30 am Leaving for photo sessions: Photo-session 5 1.00 pm Individual coaching 4.00 pm Dinner
Day Three Photo sessions & coaching		
8.30 am Breakfast 9.30 am Leaving for photo sessions Photo-session 5 Coaching: GROUP 1, GROUP 2 from 1.00 pm 4.00 pm Dinner	8.30 am Breakfast 9.30 am Leaving for photo sessions: Photo-session 1 Photo-session 2 4.00 pm Dinner	8.30 am Breakfast 10.00 am Preparation for photo sessions Photo-session 3 Leaving for Photo-session 4 4.00 pm Dinner
Day Four Photo sessions, coaching, shooting a video		
8.30 am Breakfast 10.00 am Preparation for the photo session Photo-session 3 Leaving for Photo-session 4 4.00 pm Dinner	8.30 am Breakfast 9.30 am Leaving for photo sessions Photo-session 5 4.00 pm Dinner	8.30 am Breakfast 9.30 am Leaving for photo sessions: Photo-session 1 Photo-session 2 4.00 pm Dinner
Once the photo sessions are over, each finalist should return to the STUDIO to record video materials for the Final Gala		

Day Five The Beauty Day

8.30 am Breakfast
9.30 am Leaving for the Beauty Clinic
4.00 pm Dinner

Day Six Choreography & visage workshops

8.30 am Breakfast
9.30 am to 12.30 pm Visage workshops
1.00 pm Choreography training
4.00 pm Dinner
5.00 pm Choreography training

Day Seven Visage workshops, choreography training, meeting with a renowned company

8.30 am Breakfast
9.30 am to 12.30 pm Visage workshops
1.00 pm Choreography training
4.00 pm Dinner
5.00 pm Presentation of wheelchair extensions by a renowned company.
1.00 pm Choreography training

Day Eight Choreography training, group coaching, meeting with a renowned company

8.30 am Breakfast
9.30 am to 12.30 pm Group coaching
1.00 pm Choreography training
4.00 pm Dinner
5.00 pm Choreography training
6.00 pm Presentation of wheelchair extensions for baby transport
7.00 pm Choreography training

Day Nine Preparation for the Final Gala, The Final Gala

8.30 am Breakfast
9.00 am Leaving for the Dress Rehearsal
2.00 pm Preparation for the Final Gala – make-up, hairstyle, clothes
6.00 pm Leaving for the Final Gala
8.00 pm The Final Gala
10.30 pm Return from the Final Gala
11.00 pm Reception for the finalists and invited guests

Day Ten Departure of the finalists

8.30 am Breakfast
9.30 am DEPARTURE



The Final Gala is the climax of the Miss Wheelchair Workshops and the most important day, both for the finalists and the organisers. Translation into sign language, audio descriptions and induction loops should be provided, and the entire event must be held in a place accessible to people moving on wheelchairs. Strictly speaking, it must be easily accessible to everyone.

The Final Gala should draw central attention to the finalists competing for the crown. Every effort should be made to ensure that their presentation is graceful. Just after breakfast on the day of the Final Gala, they should be transported to the place where the event is to be held, in order to attend the dress rehearsal. These are the very last opportunities to eliminate any flaws, to ensure the proper stage arrangement and to make the necessary corrections. The rehearsal makes it possible to test the sound, light, music and other elements to be used at the Final Gala. After the rehearsal, which usually lasts about three hours, the finalists should be taken back to the place where the make-up artists, hairdressers and stylists will prepare them for the event. The preparations should end about two hours before the Final Gala to let the finalists get to the place of the event without rushing, and suitable transport must obviously be ensured. The choice of the means of transport is made by the organiser, taking into consideration the finalists' levels of fitness. During the first and fourth Miss Poland Wheelchair event, the finalists came close to the stage on motorbikes.

Once the finalists safely reach the event venue, they should be offered a chance to make the finishing touches, and their first appearance on stage should begin. Just before their entry, the Final Gala audience should be greeted by the (ideally famous and experienced) Master(s) of Ceremonies, along with a short introduction and announcement of the finalists' entrance. During the Final Gala, it is necessary to fill in the performance gaps, during which the finalists change their dresses and prepare for their subsequent appearance on stage. To this end, it seems advisable to arrange for performances to be given by renowned artists who will not only attract their fans to the Gala but also make, pleasurable the time waiting for the finalists' appearance, and then for the jury verdict.

The selection of the most beautiful finalists should be made by a jury composed of people operating in the beauty and fashion industry, taking into account both the finalists' charm and presentation. Once the verdict is announced, the awards are distributed and reporters are offered an opportunity to take photos of the finalists, the organisers, the Contest partners, etc., who are then invited to a banquet which is the crowning of the entire Contest organisation effort, and a way to express gratitude for the time invested in this venture.



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6. What comes next – assistance to Miss Wheelchair, as well as her obligations and trips.

Miss Wheelchair should sign an exclusivity agreement with the Contest organiser. All the events in which Miss Wheelchair participates which are unrelated to the activities held by the organiser should be previously agreed with the latter. Consent must be obtained from the Contest organiser before Miss Wheelchair takes part in any such activity. The Contest organiser should cover travel expenses and provide accommodation to Miss Wheelchair when participating in any activities arranged by the organiser. Miss Wheelchair undertakes to represent the title and the Contest organiser with dignity, and to duly fulfil any related duties. Where possible, she should take part in diverse events addressed to disabled people, for the purpose of which an assistant to provide support to Miss Wheelchair should be engaged. Miss Wheelchair should fulfil her duties from the moment of being conferred the title to its passing to the succeeding Miss. Following the latter event, she may continue to engage in diverse activities. For the duration of the exclusivity agreement, and even on passing the crown to her successor, Miss Wheelchair must still consult the Contest organiser on any activities related to using her image. The exclusivity agreement is usually concluded for a period of several years.

7. Media contacts

It is advisable to appoint a person in charge of media contacts. While organising the Contest, every effort should be made to ensure that information regarding the event is provided to the media, which will help to publicise it. To this end, an appropriate national media address base should be created, following which the media should receive a press release containing the information which the organisers would like to disseminate. It is equally important to ensure that patronage over the event is assumed by the press, radio, television or a social networking site, which will advertise the Contest until its completion, along with the final results, in lieu of their logos' being placed on the Contest organiser's website, posters, leaflets, banners, roll-ups and booklets.

If the media are willing to meet the finalists during the Miss Wheelchair Workshops, this will require prior arrangements, and the organiser must consent to any interviews.



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The media willing to take photos or record the Final Gala must firstly sign a specific accreditation document, which should be available for downloading on the organiser's website, and send it to the indicated address within a set deadline.

Any interviews other than live interviews, as well as photographs taken for interview purposes, are subject to approval by the Contest organiser prior to their publication.

8. Publicity

The publicity measures should commence before the recruitment process, with emphasis being put on the event's promotion in the local media.

Engaging famous people in the publicity measures, to foster the Contest organisation, is advisable.

The main publicity and advertising activities should be especially intensified no later than two months before the event, and should continue until the Final Gala.

It is recommended that posters, leaflets, catalogues and other promotional materials are released before the event.

Using outdoor advertisements, advertising columns, urban transport and bus stops, along with light boxes and audio commercials, whenever possible, can also prove very useful in promoting the event.

Moreover, the relevant information must appear on the official Contest website and on other social networking sites related to the activities of the Contest organiser.

9. The acquisition of funds and partners

Sponsorship is one of the few ways of acquiring funds indispensable to the event's organisation. It entails establishing cooperation between the sponsored party and sponsors, as part of which the former obtains funds for the implementation of a given project while the latter receive certain publicity-related benefits in a previously agreed form.

In terms of the character of the benefits provided to the sponsored party, several types of sponsorship can be distinguished, i.e.

- Financial sponsorship – the sponsor provides benefits in the form of financial resources,
- In-kind sponsorship – the sponsor provides a certain type of material benefits, e.g. cosmetics products,
- Service sponsorship – the sponsor renders a certain type of services, e.g. technical, insurance, publicity, transport, etc. services.



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Before commencing the search for sponsors, a project draft must be developed, specifying what will be expected of the prospective sponsors. Then, a list of companies to receive a cooperation proposal should be prepared. To this end, learning about the specificity of individual enterprises and identifying the projects in which they have been involved might prove important, as not all companies share the same priorities related to cooperating with non-governmental organisations. For instance, companies producing fertilisers or chemical products usually focus on environmental-protection issues. They are therefore more likely to engage in various events connected with environmental protection than to express interest in organising events unrelated to their activities.

Once a satisfactory list of companies is developed, it is necessary to prepare a sponsorship proposal, i.e. a project description including the organisation's activities, indicating the entities with which the organisation has cooperated to date, and referring to certain advertising benefits.

Once all these steps are completed, a search for potential sponsors can begin.

It seems advisable to first contact a person from the marketing or PR department by phone and to talk about possible cooperation. If this person expresses willingness to receive the project materials, the sponsorship proposal should be sent, along with an invitation to cooperate. A date for the next phone call or meeting should also be set.

During such a phone call or meeting, the prospective benefits to be derived by the sponsor should be outlined. If the company is willing to cooperate, a sponsorship agreement must be concluded, specifying both the organisation's and the sponsor's expectations.

It is extremely important to approach sponsors with due care, which will make them willing to continue their cooperation as part of subsequent projects.

10. Miss Wheelchair World 2017 – information

Miss Wheelchair World is an international event which will take place on 7 October 2017 in Warsaw.

The principal idea of Miss Wheelchair World is to change the image of women with disabilities, to integrate disabled people from all over the world, to overcome barriers, and to show that the wheelchair should not be viewed as an overpowering obstacle, but merely as just another feature of the disabled person.

The Contest will follow the idea that beauty knows no barriers, and the target group of this project will not only cover disabled women and their environment, but also manufacturing, technological and medical companies, fashion houses, spa resorts, and hotel and motor



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enterprises, as well as central- and local-government institutions all over the world, which foster the self-sufficiency, independence and activities of disabled people.

Although the Final Gala of Miss Wheelchair World is scheduled for 7 October 2017, all the finalists will gather on 29 September to attend special Miss Wheelchair Workshops, during which they will prepare for this unique day.

It is planned that as many as forty women will qualify to take part in the Finals. Each country organising the Miss Wheelchair Contest will be entitled to delegate two representatives. They will be offered a great opportunity not only to show their beauty, charm and personality, but also to promote the qualities of their country.

Final remarks

This Guide is intended to provide certain indications on how to organise the Miss Wheelchair Contest. It does not have to be strictly followed. It should be viewed as providing support and guidance, rather than rigid rules. It is an illustration on how the Miss Wheelchair Contest is organised in Poland.

Alternative ways of organising the Contest

The country deciding to organise the Contest is free to opt for a shorter formula. Instead of taking as many as eight days, the event may be conducted over a weekend. The number of photo sessions may be cut to one or two, and, instead of preparing choreography, short presentations may be prepared, serving the purpose of awarding the Miss Wheelchair title. The entire organisation depends, to a large extent, on the financial resources available to the organiser. Sponsors, partners, and the amount of time to be spent on such an event are also essential, and so is a number of other issues.

You can find us on

Websites:

www.jedyna-taka.pl

<http://misswheelchairworld.com/>

www.butterflymodels.pl

www.jedyna-taka-mama.pl

Facebook:

[Fanpage Fundacja Jedyna Taka](#)

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