

# Civil Rights – It's the Right Thing To Do!

Federal regulations require county Extension staffs to determine whether any organization or group follows discriminatory practices based on race, color, national origin, sex, religion, or handicap. These regulations also require employees to identify such organization(s) or group(s) and notify them in writing that the Extension Service cannot provide assistance to them unless such discriminatory practices are eliminated. Hence, it is not permissible to provide any service to groups that are of a single sex or race and follow discriminatory practices on those basis.

County offices are responsible for getting civil rights compliance forms signed by all groups or organizations, where Extension provides significant assistance, and certify in the files that the groups/organizations will be open to all people regardless of race, color, national origin, sex, religion, or handicap. The original, signed copy of the civil rights compliance form should be sent to the Field Operations Office and one copy should be kept in the county civil rights file. Compliance forms are updated every three years.

## Civil Rights FILING

Agents will need the following information for their files:

### **PROGRAM put on by Extension Service**

1. Need an individual File Folder (Filed under *Administration 1-7*)
2. Sign up sheet
3. Outline of the Program
4. Advertisement - radio/TV/News articles/News letters/etc.
5. Any correspondence with the group

### **ONE TIME PROGRAM** - for an Outside Group

(Such as a meeting with a Garden Club)

1. For every one-time program, you need an individual File Folder (Filed under *Administration 1-7*)
2. The File Folder should contain:
  - a. Sign up sheet
  - b. Compliance Form (optional now)  
-However, if you do two or more programs, it is required
  - c. Outline of Program
  - d. Any correspondence with group (written or other)

**ASSOCIATIONS** (Such as Beekeepers, Livestock, etc)

1. Filed like a 4-H or FCL Unit  
(Filed under *Associations, Agencies, and Organizations 4-1*)
2. Compliance Form must be signed (updated)
3. Roll of membership indicating Race and Sex
4. Listing of present Officers
5. Any Correspondence with officers or members
6. All Reasonable Efforts
7. Anything that has to do with the Association

**PROGRAM PROVIDED TO ASSOCIATION or FCL Unit**

1. If a program is given, it must be open to the public, not just Association members
2. Treat it just like any other program
3. File it in Administration 1-7
4. Need a roll of participants
5. Mass Media
6. All Reasonable Efforts

**FCL**

1. Map indicating location and boundaries of the Unit
2. On the Map, racial % with in the boundaries
3. Also on the Map, racial % in the county
4. Individual File Folder for each unit
  - a. Roll with Race and Sex indicated
  - b. Compliance Form (updated)
  - c. List of Officers
  - d. Mass Media (about the specific unit)
  - e. New Articles ( “ ” “ ” )
  - f. All Reasonable Efforts
  - g. Anything that relates to the Unit

**FCL units may use pre-registration lists with race and gender indicated or sign-in sheets when programs are conducted. They may also include in their reports or files photos from programs conducted.**