



Affirmative Action & 4-H

Since the Civil Rights Act of 1964, it has been illegal to use federal funds to conduct any program that does not actively pursue compliance with the Civil Rights Act of 1964, Title VI.

<i>Affirmative Action Plan</i>	<ul style="list-style-type: none"> • To see that the youth of this state are served without discrimination with regard to race, creed, color, religion, disability, sex, sexual orientation, marital status, national origin, political opinions or affiliations. • Selected projects or programs may have age restrictions. • The plan calls for us to involve young people from minority population segments of our community.
<i>Affirmative Action Reporting</i>	<ul style="list-style-type: none"> • Each county submits an annual Affirmative Action Report. • Clubs that are not in parity must make all reasonable efforts to achieve parity.
<i>What is parity?</i>	<ul style="list-style-type: none"> • The percent distribution of program participants by race and gender being proportionate to the respective percent distribution in the potential audience population.
<i>All Reasonable Efforts</i>	<ul style="list-style-type: none"> • Use of all available mass media – radio, newspaper & television to inform potential recipients of programs and opportunities to participate. • Personal letters and circulars addressed to defined potential recipients inviting them to participate including dates and places of meetings. • Personal visits to a representative number of defined potential recipients in the geographically defined areas to encourage participation.
<i>Reporting</i>	<ul style="list-style-type: none"> • Include Affirmative Action statement at the conclusion of any press release that is submitted to a newspaper. • Document everything. Keep a copy of personal letters, newsletters, brochures, etc. that are sent to individuals. • Keep a written log of face-to-face contacts that are made with potential recipients. • Submit all documentation to the Extension Office each February to be used in the annual Affirmative Action Report.

Affirmative Action Statement for all Program Announcements:

Participation shall not be denied on the basis of race, color, religion, sex, national origin, disability, sexual orientation, marital or family status, or political beliefs. Persons with disabilities should contact the Extension Office at least 10 working days prior to the event so that proper consideration can be given to the request.

Affirmative Action Statement for all other materials:

“The Foundation for the Gator Nation” an Equal Opportunity Institution.



**All Reasonable Efforts Documentation
Due December 1st**

Program Year: _____

Club Name _____ Club Leader _____

Please describe the efforts your club has made to recruit new members from your community, including under-represented groups. Attach documentation. Be specific. For example, if a school presentation was made, list the name of school, size of audience, ethnicities represented in audience, and other pertinent details. All clubs are required to demonstrate outreach efforts in at least the first **three** of the outreach methods listed below. For assistance, call your county Cooperative Extension Office. To document your club's outreach efforts, attach to this form copy of flyers, newspaper articles, news releases and lists of personal contacts made. Give a copy of this information to your local Extension Office.

METHOD	DATE(S)	LOCATION	COMMENTS/DESCRIPTION
<input type="checkbox"/> Mass media, including radio, newspaper, TV			
<input type="checkbox"/> Personal letters to minorities and/or females (potential members and leaders)			
<input type="checkbox"/> Personal contacts (phone, in person) with potential minority members & leaders			
<input type="checkbox"/> Newsletters, posters, flyers, announcements			
<input type="checkbox"/> Community OR school groups contacted with information, or through community service			
<input type="checkbox"/> Membership drive or promotional programs to reach minorities (eg., festivals, fairs, displays)			
<input type="checkbox"/> Other			

Please return this form to: _____

Address: Fax:



**Compliance with Title VI of the Civil Rights Act
of 1964**

The Federal Civil Rights Act of 1964 imposes certain restrictions on all agencies using federal funds. Instructions for administration of the Act require that all organizations and groups with whom we work be informed of the implications of the Act to the Extension Service. Under these instructions, the Extension Service is prohibited from providing assistance to any organization that excludes any person from membership or participation in any activity of the organization or subjects that person to discrimination because of race, color, religion, sex, national origin, disability, sexual orientation, marital or family status, or political beliefs.

The constitution and by-laws of each 4-H Club must have a provision stating that their membership is open to all youth without regard to race, color, ethnicity, national origin, sex, or handicap.

I fully understand and agree to comply with Title VI of the Civil Rights Act of 1964.

4-H Club Name: _____

Club Leader's Signature: _____ Date _____

This form is to be completed and submitted to the 4-H office every three years or upon the change of club leaders, whichever occurs first.

_____ County 4-H Association (Rev 5/14)