

**AA-AF-3**

**Sample nondiscrimination letter (Organizations)**

Dear \_\_\_\_\_:

University Maryland Extension, in order to remain in compliance with Federal Affirmative action guidelines, must obtain assurance from all clubs/organizations with whom it works that they follow nondiscriminatory practices based on race, color, gender, disability, religion, age or national origin. Certification of nondiscrimination for your organization can be attested to by signing and returning one completed copy of this letter. The other copy may be retained for your files.

The Federal requirements further state that if such certification is not provided, the organization must be notified in writing that University Maryland Extension can no longer give assistance. We want to continue and even strengthen the fine working relationship UME has with your organization.

We respectfully request your understanding in this matter and assure you that we appreciate your continued cooperation.

\_\_\_\_\_  
(Signature of County Director or Department Head)

This is to certify that \_\_\_\_\_ has a policy of open membership \_\_\_\_\_ (organization name) and does not discriminate on the basis of race, color, religion, age, sexual orientation, national origin, gender, marital or parental status, or disability.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title of office)

\_\_\_\_\_  
(Date)

Issued in furtherance of Cooperative Extension work, acts of May 8 and June 30, 1914, in cooperation with the U.S. Department of Agriculture, University of Maryland College Park, and local governments. Thomas A. Fretz, Director of Maryland cooperative Extension, University of Maryland. The University of Maryland is equal opportunity. The University's policies, programs, and activities are in conformance with pertinent Federal and State laws and regulations on nondiscrimination regarding race, color, religion, age, sexual orientation, national origin, gender, marital or parental status, and disability. Inquiries regarding compliance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments; Section 504 of the Rehabilitation Act of 1973; and the Americans With Disabilities Act of 1990; or related legal requirements should be directed to the Director of Human Resources Management, Office of the Dean, College o Agricultural and Natural Resources, Symons Hall, College Park, MD 20742.