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Appendix A

“All Reasonable Efforts”

UME Counties and Educators should document efforts to notify, reach and include as participants, minority individuals in Extension conducted or sponsored programs. When:

Definition:

“All Reasonable Efforts” are defined as the minimum efforts required of County/City Extension Faculty to integrate all Extension educational programs conducted in interracial areas.

When Required:

1. “All Reasonable Efforts” (ARE) need to be documented when Extension program initiative/s, including individuals clubs, located in an interracial community do not reflect the racial composition of the community as defined in sections II and III of this document. i.e. not in parity. 2. Document ARE when new clubs are formed, “all reasonable efforts” must be conducted and documented prior to formal organization of the club. 3. “All Reasonable Efforts” are conducted to integrate all Extension sponsored meetings and committees. 4. ARE is done to document efforts to involve minority groups in UME program initiative/s.

Responsibility: Educators should maintain documentation in their program files.

All Reasonable Efforts Documentation:

Because every initiative and club is different, there is no single way to document “All Reasonable Efforts”. However, the chart below shows some common documentation that an Educator should keep in order to record efforts made to ensure minority participation in initiatives and clubs. The chart may be used by the Educators to document ARE’s. Educators should also maintain samples of program materials such as new releases, agendas etc. These items are subject to review as well as any other documentation to confirm that ARE’s were made to reach potential clientele.

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UME "ALL REASONABLE EFFORTS" GUIDE					
INITIATIVE/PROGRAM		DATE OF PROGRAM		COUNTY/CITY LOCATION OF EVENT	
Public Notification/ Marketing Efforts	Y	Contacts/Networking Effort/s	Y	Participation Effort/s	Y
Planning documents		Visits		Agendas	
Flyers		Phone contacts***		Sign in sheets	
Advertisements/announcements/flyers in a public place		Notes on referrals		Volunteer and committee rosters by race and gender	
Mailing lists		Partnering with the community/groups		Member lists by race and gender	
Presentations you did in connection with marketing		Printouts of e-mails you sent to prospective partners, volunteers and others		Participant count by race, gender and ethnicity	
Sample letters and cards you sent				Reporting into UMERS	
Printouts of web-based promotion you did				Translation/ interpretation services	
Newspaper articles					
See Appendix B					

*** For new program initiatives, clubs or for programs not achieving parity you may choose to keep records of phone calls to pertinent contacts: key clients program planning committee members, volunteers, agency partners and others.

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Appendix B

Public Notification and Media Methods

Use all available mass media including radio, newspaper and television to inform potential recipients of the program and opportunity to participate. Include the following statement of non-discrimination in all prepared releases to the media: “Membership and participation in activities and events are open to all citizens without regard to race, color, gender, disability, religion, age, sexual orientation or national origin”. Special efforts will be made to contact minority owned or operated newspapers and stations, encouraging them to use announcements and releases from the Extension. All forms of mass media will be used to inform potential beneficiaries of the program.

Develop announcements, flyers and posters to be placed in public places frequented by all racial groups.

Write personal letters to individuals of the minority race inviting them to participate.

Make personal visits to a representative number of minority clientele in the defined community in which the club serves to encourage participation.

Contact community groups for assistance in informing potential minority clientele of available programs.

Long Civil Rights Statements:

“It is the policy of the University of Maryland, Maryland Agriculture Experiment Station, and University of Maryland Extension that all persons have equal opportunity and access to programs, and facilities without regard to race, color, gender, sexual orientation, religion, national origin, age, or disability. The University of Maryland is an Affirmative Action Employer. This material may be available in alternative formats”. (phone number, toll free, TDD and website address)

University of Maryland Extension and Agricultural Experiment Stations are Equal Opportunity, Affirmative Action Employers. Persons with disabilities who require alternate means of communication of program information should contact us at (telephone number/voice mail/fax/email address) or use the Maryland Relay Service at 7-1-1 for text telephone service to our voice number.

Short Civil Rights Statements

It is the policy of the University of Maryland Extension and Maryland Service that no person shall be subjected to discrimination on the grounds of race, color, gender, sexual orientation, religion, national origin, age, marital and parental status, or disability.

Equal opportunity/equal access employers.

ADA statement

The following statement should be added to notices for all public meetings and program announcements associated with your office to inform prospective participants as to how to secure needed accommodation.

If you have a disability that requires special assistance for your participation in the (meeting/program), please contact (name, agency) at (telephone number) by date.

Affirmative Action State

It is policy of the University of Maryland, College of Agriculture and Natural Resources, Maryland Agricultural Experiment Station, and University of Maryland Extension that all persons have equal opportunity and access to programs and facilities without regard to race, color, gender, religion, national origin, sexual orientation, age, marital or parental status, or disability.

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Appendix C

ICR FORMS

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AA – AF 8

COMMITTEE MEETING ATTENDANCE

COMMENTS: DATE _____

COMMENTS: DATE _____

COMMENTS: DATE _____

COMMENTS: DATE _____

COMMENTS: DATE _____

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AA-AF3

Sample Letters for Clubs

Dear _____:

University of Maryland Extension, in order to remain in compliance with Federal affirmative action's 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 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 of 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 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 or 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 University of Maryland 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 of Agriculture and Natural Resources, Symons hall, College Park, MD 20742

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**AA-4-H-5
Sample Letter**

Club Bylaws

Dear _____:

In accordance with Affirmative Action guidelines, any club organized or sponsored by University of Maryland Extension must include in its bylaws the following nondiscrimination statement: "Membership in the club and participation in 4-H activities and events are open to all citizens without regard to race, color, gender, sexual orientation, disability, religion, age, national origin, or marital or parental status".

A copy of the bylaws with the above statement must be on file in the County Extension Office. Please complete and return the attached form to the Extension Office by

_____.

Your cooperation is very much appreciated.

Sincerely,

(Your name and title)

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 of Agriculture and Natural Resources, Symons hall, College Park, MD 20742

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Appendix - D

Forms and Tools for Reviews

Forms required by the UME Affirmative Action Plan:

- AAF-AF1 - International Compliance Review Response Plan (new in 2003)
- AA-4-H-4 – Public Relations Efforts by Clubs (ARE)
Update 10/2002 – (4-H Program Files)

AA-4-H-4

Public Relations Efforts by Clubs

Instructions: Please submit a complete AA-4-H4 to the Extension office once a year. Be sure to complete both pages – the checklist and the questions.

All 4-H clubs and activities are open to all youth and volunteers and seek to be inclusive and welcoming to everyone.

Volunteer leaders and 4-H members are asked to assist in making contacts and in helping promote the 4-H program. This checklist has been developed to assist clubs in identifying efforts made to reach out to diverse youth and to publicize 4-H activities widely and in new places.

Please make sure that you are using a short media statement on all your posters, fliers, program announcements, etc.

“Equal Access Programs”
(son patrones de igualdad de participación a programas)

And, that you are including an “accommodation” or “modification” statement in most cases:

If you need assistance to participate in this program/meeting, please contact (Name and number) by (date – 2 weeks before your event).

(Si tiene una incapacidad que requiere ayuda especial para su participación en la reunion/programa, por favor comuníquese con nosotros (name,agency, office) al este number (telephone number) antes de que (date).

Generally, two weeks before the event is enough time to arrange a program modification, such as an interpreter, based on any request you get.

If you have any questions about what do include on the form, ask your 4-H contacts at the Extension office. Please include all your efforts to publicize your club activities and to reach out to all kinds of kids.

AA-4-H-4

Public Relations Efforts by 4-H Clubs

Club Name: _____ Date Submitted _____

- Newspaper program announcement(s)
Newspaper name(s) _____
- Foreign language newspaper/newsletter/radio announcements _____
- Press release/article(s)
Submitted to _____
Printed by _____
- Announcement in church, synagogue, mosque, or other religious group bulletin,
including minority religious groups
- Community newsletter article
- School announcement or newsletter article
- Posters in community
Where were they posted? _____
- Fliers distributed about club events/meetings
Where were they distributed? _____
- Membership drive
- Joint meetings with minority or integrated youth clubs or groups
- Joint activities with minority or integrated youth clubs or groups
- Moved meeting or held event in a different community specifically to make new contacts
- Sponsored booth/poster or other activity at ethnic festival or event
- Sponsored booth/poster or other activity at community festival or event
- Displays and talks about 4-H
Where were the displays/talks presented? _____
- Booths
Where were they displayed? _____
- 4-H Club Open House
- Personal visits (please attach names of people visited)
- Telephone calls (please attach names of people called)
- Other (please describe below)

How many new contacts did you make this year by race/ethnicity*? _____

How many new contacts did you make this year by gender? _____

How many new youth joined your 4-H club this year by race/ethnicity and gender? _____

Which public relations efforts were most successful for reaching out to diverse youth and adults?

*For example, Hispanic (Latino), African-American/Black, Asian, Native American, White, male and female

AA-4-H-4 cont...

Which public relations efforts were most successful for widely publicizing your club's activities and events?

What public relations efforts are you most likely to initiate in the next 3-6 months?

What assistance do you need to reach out to diverse youth and adults in your community?

Leader's Signature