

Documenting “All Reasonable Efforts” for County Reviews

Revised February 2012

ALL REASONABLE EFFORTS

Definition:

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

When Required:

“All Reasonable Efforts” (ARE) need to be documented when Extension program initiative/s, including individual clubs, located in an interracial community do not reflect the racial composition of the community. Documents ARE for new programs and when new clubs are formed.

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. Educators should also maintain samples of program materials such as news releases, agendas and other documentation to confirm that “All Reasonable Efforts” were made to reach potential clientele.

Other Records

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

Record program information at top and attach any pertinent documents to this before filing.

UME "ALL REASONABLE EFFORTS" GUIDE

Outcome Area/PROGRAM:		DATE OF PROGRAM:		COUNT/CITY LOCATION OF EVENT:	
Public Notification/ Marketing Effort/s:		Contacts/ Networking Effort/s:		Participation Effort/s:	
Planning documents		Visits		Agendas	
Flyers		Phone contacts***		Sign in sheets	
Advertisements/announcements/flyers in a public place		Notes on referrals		Volunteer /committee race and gender data	
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 MCERS	
Printouts of web-based promotion you did				Translation/ Interpretation Services	
Newspaper articles					