

County Civil Rights Days Orientation

Preparing for a Successful and Effective Day
of Sharing and Learning

Goal of civil rights day

- An opportunity for county colleagues along with a small visiting team to—
 - Have a conversation about expanding access to people who are protected by Title VI of the Civil Rights Law of 1964 and other underrepresented groups.
 - Share and learn about best practices

Review the basic principles as an office team

- <http://www.uwex.edu/ces/admin/crights/>
- New Colleague resources
- 2007 winter district meetings

- Review
 - Goals of Civil Rights in Cooperative Extension
 - Civil rights laws
 - Nondiscrimination
 - Outreach activities
 - Recording keeping

Specific resources on civil rights days

- Also on the website
- Note schedule—note your visiting team
- **Carefully read County Guidelines—what you need to know to prepare for the day**

Visiting Team

- District director
- Program area representative/s
- Peers from neighboring district (Quad and Southern may have colleagues from the district)
- Perhaps a person “at large” (JoAnn Hinz from Dean’s Office; Christine Curley, disabilities specialist)

Agenda for the day

- County team creates the specific agenda and sends it to district director at least one week before the day
- Generally, it should include these parts:
 - Introductions (all colleagues)
 - Demographics (all colleagues)
 - Program examples (all colleagues)
 - Lunch (everyone welcome)
 - One hour for visiting team to meet
 - Reflections and conclusions for action planning

Preparing with your county office team

- Teamwork is important for a successful day
- Review the guidelines
- Plan the agenda together
- Divide responsibilities
- Practice sharing your civil rights stories for each other and notice connections, be ready to comment on them
- Prepare to discuss cross-program outreach efforts
- Discuss files, charts and forms—all must be up to date
- Start to consider the team civil rights action plan and individual action plans

Civil Rights Day presentations

- Demographics presentation should include census and local data from all program areas
- Present connections between demographics, county issues and Extension programming
- Highlight how you have accomplished cross program outreach
- **Read guidelines about presentations carefully. All presentations about program should cover the items indicated with open bullets under the section “Options for Structuring Outreach Presentations”**

Civil Rights Day presentations

- Single or cross-program outreach successes and/or challenges
- Discuss how you have worked to overcome challenges and barriers
- As you tell your civil rights stories, point out cross program efforts
- Stay focused on outreach rather than program content
- Include information in open bullets under section titled “Options for Structuring Outreach Presentations”

Self assessment forms

- Preparation for a civil rights day includes completing self assessment forms
- County department forms
- Program area forms (one per program area)
- Be as thorough as possible. Visiting teams rely on these forms to learn about your special efforts to reach protected audiences and other diverse groups.

Civil rights charts (submitted annually)

- Chart #1 for each major program effort in each program area (approx. 4 per agent/educator).
- Mailing lists with notations about racial/ethnic makeup
- Chart #2, mailing list information
- Chart #3, 4-H club data
- Chart #3A, 4-H camp data
- Chart #4, HCE club

Civil rights files must be complete

- County office files should include
 - Highway maps, city maps, plat maps
 - County census data and local demographic data
 - Position descriptions with civil rights responsibilities included
 - Office staff meeting agendas and minutes and evidence that all meetings are announced to all staff
 - Office marketing plan with civil rights outreach included
 - Office team plan of work
 - Civil rights action plans (team and individual—past and current)
 - List of media outlets used by county staff, indicate those used to reach minority groups (code for race and ethnicity, women, over 60, disabled)
 - Records of informing primary partners of Extension nondiscrimination
 - List of county Extension committee membership and other Extension office advisory committees or groups (not program specific) with racial/ethnic and gender information for each individual

Civil rights files must be complete

- Program specific files should include
 - Information about program advisory groups: mission, rules relevant to civil rights, member demographics, correspondence/communication relevant to civil rights*
 - *Similar information for other primary partners
 - News releases used as all reasonable effort to reach people protected by civil rights laws (racial/ethnic groups, women)
 - Newsletters, flyers, e-mails that are all reasonable efforts for reaching special audiences
 - Notes and documentation about personal contacts with targeted audiences

Civil rights files must be complete

- Nutrition program civil rights files should include
 - County demographic data relevant to nutrition program mission
 - Information about partner organizations and agencies and the demographics of the people they serve
 - Chart #1 for each major effort of the nutrition program in the county. Chart #1 should be submitted annually.
 - Chart #2. Submit annually
 - Examples, sample materials, documentation that demonstrates all reasonable effort to reach out to people of all racial and ethnic groups that qualify for the nutrition program

Concluding the day, action plans

- County team should be prepared to lead the concluding discussion of the Civil Rights Day, focusing on reflections and specific items for action plans
- Visiting team will report on observations and recommendations
- Action plans for the office team and program areas sent to the district director within 3 weeks after the review.
- Action plan examples on the website