
UNDERSTANDING THE PRINCIPLES OF CIVIL RIGHTS IN COOPERATIVE EXTENSION PROGRAMMING

In Cooperative Extension, compliance with civil rights laws in the area of educational programs includes the following activities:

- Making all reasonable effort to **REACH OUT** to underrepresented groups.
- **MOVING TOWARD PARITY** (the point at which program participation by underrepresented group members --ethnic minorities and women/men-- reflects their proportionate representation in the population of potential recipients.
- **TARGETING** specific communities, based on program goals.
- **NETWORKING** with organizations and agencies that help us reach people of underrepresented groups.
- **SEEKING INPUT** from advisory groups, collaborators and partners.
- **DOCUMENTING** our work by
 - ❑ Developing action plans for reaching targeted audiences.
 - ❑ Keeping notes about visits with special contacts.
 - ❑ Recording racial/ethnic information on mailing lists.
 - ❑ Including nondiscrimination and ADA accommodations statements on publications and news releases.
 - ❑ Collecting information about the nondiscrimination policies of advisory and collaborating organizations and agencies.
 - ❑ Using standard letters to inform advisory and collaborating organizations of UWEX nondiscrimination policies.
 - ❑ Keeping informed of the public complaint process and documenting all complaints.
 - ❑ Annually recording potential audience, actual participants, and demographics data on standard civil rights charts.
 - ❑ Annually writing narratives about progress with compliance activities and movement toward parity on Assessment Questionnaires.
 - ❑ Keeping up-to-date civil rights files.