

## **Guidelines for Securing Compliance Statements from Organizations (Utilization of Forms)**

University of Missouri Extension's Civil Rights Affirmative Action Plan requires the assurance of nondiscrimination in the conduct of all University Extension educational programs. This plan is designed to meet the requirements for civil rights compliance based on the Civil Rights laws. University of Missouri Extension cannot provide assistance to any organization that excludes any person from membership, employment or any program or activity on the basis of their race, color, religion, sex, sexual orientation, national origin, age, disability, or status as a protected veteran.

### **FORM CR-1 – Assurance of Compliance**

1. To assure compliance with the plan, Assurance of Compliance (CR-1) is to be signed by the president or designed representative of any organization which receives educational assistance from University of Missouri Extension. An organization is defined as a body of persons with which University of Missouri Extension staff presently work or anticipate working with on a continuing or extended basis as contrasted to one merely involving an occasional session, interview or consultation.

The following groups are assumed to be in compliance:

- a. Governmental agencies (federal, state, local) including all projects and programs funded with public monies.
  - b. Business concerns, firms, etc., that are normally treated as individual clients as opposed to groups of business concerns.
  - c. Elected and appointed boards, agencies, or organizations and other public bodies such as hospitals, public schools, colleges and universities. It is assumed that such groups comply with regulations on their own.
2. Some state or national organizations can speak for their affiliates in Missouri. When this is true, the state president will indicate this on CR-1. If a state or national president cannot or does not speak for the organization's affiliates, then each affiliate must be contacted.
  3. Assurance of Compliance (CR-1) is not required for 4-H. In place of CR-1, 4-H Clubs must use the 4H Name and Emblem Request.
  4. Before staff begin working with an organization that has not signed the Assurance of Compliance statement, a signed form must be secured. Be sure to verify that a form has not been signed by reviewing the list available in the regional director's file.
  5. If a staff member is presently working with an organization that has not signed a CR-1, contact must be made and the form signed. This may be accomplished through a specifically arranged appointment or in many cases, the staff member may want to make the contact in conjunction with a routine contact. If the form has been signed previously, there is no expectation to have another form signed unless the organization comes under new leadership or is guided by new policies.
  6. A brief explanation of the purpose in securing the signed nondiscrimination form should be given. Wording similar to the following might be appropriate:

MU Extension has a Civil Rights Affirmative Action Plan that requires assurance of nondiscrimination in the conduct of all Extension educational programs. This plan is designed to meet the requirement of civil rights compliance based on the Civil Rights Laws.

As stated in the Affirmative Action Plan and required by standards established by the United States Department of Justice, MU Extension cannot provide assistance to any organization that excludes any person from membership, employment or any program or activity on the basis of

their race, color, religion, sex, sexual orientation, national origin, age, disability, or status as a protected veteran.

7. Have 3 copies of the statement signed or leave one copy with the president for the organization's file. Submit one copy to the regional director and keep one for the county affirmative action file.
8. In some cases, the president of an organization might want to consult with the membership before signing. In these instances, allow the president sixty (60) days to return the compliance statement.
9. Each regional director will keep a current list of all organizations which have signed the form. They will maintain a separate list of those organizations which have not signed.
10. If an organization refuses or neglects to sign the form within the sixty (60) days, the regional director should be informed. The regional director will then notify the Vice Provost and Director of Cooperative Extension by letter indicating the name of the organization, name and address of the president and the name of the staff member who contacted the organization.
11. A letter will then be sent to the president of the organization which did not sign the compliance statement. This letter will explain that MU Extension can no longer provide services to the organization. A copy of the letter will be sent to the appropriate regional director and the staff member making the initial contact.

**FORM CR-2 – “Certification of Reasons for Nonparticipation”**

1. Certification of Reasons for Nonparticipation (CR-2) must be completed for each newly organized Club if:
  - a. The community or area served contains interracial clientele; and
  - b. The club member composition does not reflect the same interracial mix as the geographic area served.
2. CR-2 is to be completed in duplicate within two weeks of club being organized. Periodically the information should be updated to include recent efforts to secure and interracial club membership.
3. One copy should be retained for county Affirmative Action files and one submitted to the regional director.

**4H NAME AND EMBLEM REQUEST – Certification of Reasons for Nonparticipation**

1. Certification of Reasons for Nonparticipation (4H Name and Emblem Request) must be completed for each 4-H Club if:
  - a. The community or area served contains interracial clientele; and
  - b. The club member composition does not reflect the same interracial mix as the geographic area served.
2. The 4H Name and Emblem Request should be completed and submitted annually with the 4-H enrollment.
3. Copies are to be distributed as follows: regional director, club/unit, 4-H data entry clerk, and the county 4-H files.

**FORM CR-3 – Annual Certification of Compliance**

1. The regional director will certify annually that 4-H Clubs and others are in compliance. Form CR-3 is used for this certification.
2. CR-3 is to be completed and filed in the regional office Affirmative Action files.