

**University of Missouri Extension**  
**Checklist for State Extension Civil Rights Files**  
 Updated May 2018

The following documents must be on file in each county office. The items that are checked have been included in the file. Each County Program Director should check the county office files and add any missing documents. Organizational documents can be found by visiting the [MU Extension Civil Rights Compliance website](#). Items in the Civil Rights file should be available at all times. All employees in a county office should be aware of where these files are kept, and they should have a general understanding of the content of the files and how Extension is impacted.

Public notification requirements must be observed and civil rights efforts must be documented as outlined in this document.

**FILES - LAWS, REGULATIONS, RULES, PRONOUNCEMENTS**  
 Check when included.

<input type="checkbox"/> 1. <a href="#">Summary of EEO Policies &amp; Laws</a>
<input type="checkbox"/> 2. <a href="#">The Civil Rights Act of 1964</a>
<input type="checkbox"/> 3. <a href="#">Title VI of the Civil Rights Act of 1964</a>
<input type="checkbox"/> 4. <a href="#">Title IX, Education Amendments of 1972</a>
<input type="checkbox"/> 5. <a href="#">Civil Rights Restoration Act of 1987</a>
<input type="checkbox"/> 6. <a href="#">The Civil Rights Act of 1991</a>
<input type="checkbox"/> 7. <a href="#">Nondiscrimination in Federally Assisted Programs</a>
<input type="checkbox"/> 8. <a href="#">Nondiscrimination in Programs and Activities Receiving Federal Financial Assistance from USDA</a>
<input type="checkbox"/> 9. <a href="#">Americans with Disabilities Act of 1990</a> and <a href="#">The Americans with Disabilities Act Questions &amp; Answers</a>
<input type="checkbox"/> 10. <a href="#">Section 504 of the Rehabilitation Act of 1973</a>
<input type="checkbox"/> 11. <a href="#">Age Discrimination Act of 1967</a> or <a href="#">Age Discrimination Act of 1975</a>
<input type="checkbox"/> 12. <a href="#">University of Missouri Cooperative Extension Affirmative Action Plan</a>
<input type="checkbox"/> 13. <a href="#">University of Missouri Extension and Lincoln University Cooperative Extension Strategic Plan for Diversity</a>
<input type="checkbox"/> 14. Previous Civil Rights Internal Compliance Reviews, Self-Evaluations (at least two previous review periods).
<input type="checkbox"/> 15. Current and 3 past year's individual Affirmative Action Plan, including demographics which indicate affirmative action efforts, targeting audiences, at-risk populations, etc. See template at <a href="http://extension.missouri.edu/webapps">http://extension.missouri.edu/webapps</a>

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|---|
| <input type="checkbox"/> 16. <a href="#">Compliance Forms</a> :<br>Extension Family and Community Education (FCE) Club, 4-H Clubs, and organizations receiving substantial technical assistance from Extension. |
| <input type="checkbox"/> 17. <a href="#">Current census statistics</a> for the county (ethnicity, age, gender)  |
| <input type="checkbox"/> 18. <a href="#">ADA check list</a> for Self Evaluation of Accessibility  |

## Public Notification Requirements

- ✓ 1. Poster (“And Justice for All” non-discrimination poster) must be prominently displayed.
- ✓ 2. Review newsletters. News releases, program brochures, and regular correspondence for non-discrimination clause. Be sure to check for stereotyping/discrimination in illustrations (i.e. woman in apron illustrating a lecture on “Feeding the Family,” church or manger on holiday newsletters, etc). The following statement is to be used:  
“University of Missouri Extension does not discriminate on the basis of race, color, national origin, sex, religion, age, disability, political beliefs, sexual orientation, or marital or family status in employment or in any program or activity.”
- ✓ 3. Mailing lists must be kept in the Civil Rights file. All lists should be coded by gender and ethnicity.

## Efforts

For each office, the unit director must ensure appropriate Civil Rights efforts. Every 4 years the AA/EEO team will conduct an internal review which will include the following:

- ✓ 1. Review the current POW including an Affirmative Action Plan for each employee when delivering programs. The POW should include current demographic of the state: minority distribution by ethnicity and geographic location, as well as the current distribution of minorities and other protected classes in program efforts. Do the state specialists know the approximate % and locations of minorities in their program area? The Affirmative Action Plan should also include plans to increase the enrollment of minority individuals in all Extension programs, but especially 4-H clubs and activities (camps, etc.) Copies of the plan should be sent to the Director of Organizational Development. Is this plan in place and is there evidence of efforts to reach minorities with Extension programming? Has there been progress in the past three years?
- ✓ 2. Review Compliance Forms. Is there one on file for each Extension club and 4-H Club? \_\_\_ # 4-H Clubs \_\_\_ # Ext. FCE Club. Are clubs integrated? Are exceptions made for a large number of clubs? Is there evidence of efforts to reach minorities and males to encourage involvement in Extension programming?
- ✓ 3. Ensure Data Collection. Each unit director should be reporting minority participation in programs in the state.
- ✓ 4. Mailing Lists. Mailing lists must be coded for gender and ethnicity. Are all mailing lists (4-H, family and consumer science, agriculture, others) coded for gender and ethnicity? Place mailing lists in Civil Rights file in the office.
- ✓ 5. Committees. How are committees selected? Is there representation which reflects the ethnic/gender breakdown of the state? Does the Affirmative Action Plan include plans to increase the number of minority group members and white males on

Extension boards and committees? State offices must provide names and ethnic and sex breakdown for: - Extension Council, - 4-H Foundation, - 4-H Council, - Others?

- ✓ 6. Does staff have an understanding of “all reasonable efforts”? Are there records of minority contacts? Is there evidence of efforts to reach parity (audience participation by minorities/gender at the same level as exists in the county population)? Are there specific plans to reach men with consumer and family education, women with the agriculture program?
- ✓ 7. Participation in 4-H Events. The state office must provide list by ethnicity and gender. Are there any restrictions on attendance, selection? (i.e. outstanding boy/girl) See attached reports/forms.
- ✓ 8. Are there 4-H Expansion and Review Committees? Do they function? Each office must include plans in their Affirmative Action Plan to create/maintain this committee. This committee is charged with actively seeking to broaden the participation of minorities/under-represented youth in the 4-H program. While in some instances the 4-H or Extension Advisory Committee may function as the E& R Committee, it may be more beneficial and productive to have a separately identified committee perform this function. Counties need to be aware of this requirement and actively meet it. Documentation is expected to show that the committee meets on a regular basis to strategize and that their plans to increase representations are actually carried out.
- ✓ 9. Are statements of non-discrimination on file for organizations which receive substantial technical assistance (on-going, repeated contact throughout the year) from Extension? (list organizations)
- ✓ 10. Is the staff knowledgeable about the discrimination complaint procedure? The current complaint procedure may be found at <http://extension.missouri.edu/staff/eeo-complaints.aspx>. Extension employees should know where to go to find the procedure and what to do about an employee or constituent complaint.
- ✓ 11. Do staff have current position descriptions? Do the position descriptions reference the responsibility of staff for Civil Rights Compliance?
- ✓ 12. Is the office accessible to persons with disabilities? How does your staff handle accessibility to programs? Do they understand the requirement of the ADA?

**List of State Extension Personnel in Your Program Area** (name, ethnicity, gender, and add to the State Civil Rights File.)

<b>Name</b>	<b>Position</b>	<b>Ethnicity</b>	<b>Gender</b>
1.			
2.			
3.			
4.			
5.			

**University of Missouri Extension  
State Committee Report**

List each Extension committee in your program area and add to the State Civil Rights File.

Year \_\_\_\_\_

Name of Committee	White		Black		Hispanic		Asian		Native Am.	
	M	F	M	F	M	F	M	F	M	F
1.										
2.										
3.										
4.										
5.										
6.										
7.										
8.										
9.										

**Outside Group Report**

(Receiving significant technical assistance)

List all outside groups that are receiving technical assistance,  
and add to State Program Civil Rights File.

Year \_\_\_\_\_

Name of Group	White		Black		Hispanic		Asian		Native Am.	
	M	F	M	F	M	F	M	F	M	F
1.										
2.										
3.										
4.										
5.										
6.										
7.										
8.										
9.										

**University of Missouri Extension  
4-H Activity Form**

List all 4-H activities and the demographics of the participants statewide.

Year \_\_\_\_\_

Activity or Event	White		Black		Hispanic		Asian		Native Am.	
	M	F	M	F	M	F	M	F	M	F
1.										
2.										
3.										
4.										
5.										
6.										
7.										
8.										
9.										



## **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 because of race, color, national origin, religion, sex, age, or disability.

### **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.
  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 or participation because of race, color, national origin, religion, sex, age or disability.

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.

**ASSURANCE OF COMPLIANCE  
(Form CR-1)**

As stated in University of Missouri Extension's Affirmative Action Plan and as required by standards established by the United States Department of Justice, 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.

The attached statement of compliance is to be agreed upon and signed by the president or designated representative of any organization which receives substantial educational assistance from University of Missouri Extension. Faculty, staff, and administrators should review the guidelines for securing compliance statement at <http://extension.missouri.edu/staff/documents/EEO/GuidelinesForSecuringComplianceCR-Forms.pdf>. Note that this form is only to be signed by new partners or if there is a change in the leadership or direction of existing partners. It does not need to be signed by school systems or government agencies, as they have their own compliance forms.

Three copies of the form are to be signed. One copy should be kept by the organization/association. One copy should be retained for county Affirmative Action files, and one submitted to the respective regional director.

Thank you for your help and cooperation.

Sincerely,



Marshall Stewart  
Vice Chancellor for Extension and Engagement

**ASSURANCE OF COMPLIANCE**

*Statement to be signed by organizations receiving  
substantial educational assistance by University of Missouri Extension*

**NAME OF ORGANIZATION** \_\_\_\_\_

**Street** \_\_\_\_\_

**City** \_\_\_\_\_

**State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**My organization does not exclude any person from membership, employment, 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.**

**Signed** \_\_\_\_\_  
**Organization President OR Authorized Representative**

**Date** \_\_\_\_\_



**Missouri 4-H**  
 University of Missouri  
 4-H Center for Youth Development

**4-H Name and Emblem Request**

4-H Name and Emblem Request Must Accompany Enrollment Forms from Each Club/Unit to Extension Center

**THIS SECTION TO BE COMPLETED BY 4-H VOLUNTEER**

To (4-H youth specialist) \_\_\_\_\_ Club/Unit Code \_\_\_\_\_

County \_\_\_\_\_ County Code \_\_\_\_\_

Youth and Volunteer enrollment forms are enclosed for:

Name of Club/Unit \_\_\_\_\_

I certify that the 4-H club/unit does not exclude, restrict, nor deny any person membership or participation in its programs or activities because of race, color, national origin, religion, sex, age, disability or status as a Vietnam era veteran.

If the club/unit was organized for the first time in the last 24 months, give the date the club/unit was organized \_\_\_\_\_ . The regular meeting day and time of our club/unit is \_\_\_\_\_.

I acknowledge that in my volunteer service for Missouri 4-H Youth Development Programs, I will have access to confidential information contained in the volunteer applications and/or records of volunteers serving the organization. I agree that I shall not disclose any such information to any unauthorized person, and I will adhere to confidentiality guideline of the Missouri 4-H Youth Development Programs. I further acknowledge that a proven breach of confidence could be a cause for termination from my volunteer position.

With these affirmation, I hereby request permission for our club/unit to use the 4-H name and emblem in conducting educational programs, and that we be granted tax-exempt status as provided in Section 501(c)(3) of the 1954 IRS Code.

Signature of Club/Unit Leader \_\_\_\_\_

Date \_\_\_\_\_ Social Security Number \_\_\_\_\_

**State 4-H Enrollment Fees**

**Indicate the Type of 4-H Club/Unit**

- Community, single project or family 4-H club
- Individual or independent 4-H club member
- 4-H Clover Kid Club
- Other 4-H club/unit

Number of Members \_\_\_\_\_

For each member, a \$8.00 state 4-H enrollment fee is required. \$ \_\_\_\_\_  
 (Check with your county 4-H staff for details on payment.)

**THIS SECTION (1 & 2) TO BE COMPLETED BY 4-H STAFF**

County \_\_\_\_\_ County Code \_\_\_\_\_

**SECTION 1**

**Check One of the Following**

- Community is an interracial community and the group is integrated.
- Community is an interracial community, but the group is not integrated. (Add information in Section 2 below.)
- Community is not an interracial community as defined in the county Affirmation Action plan.

I have informed this club/unit leader of confidentiality and affirmative action requirements for Missouri 4-H Youth Development Programs. This club/unit is authorized to use the 4-H name and emblem in keeping with federal guidelines and is granted tax-exempt status for the \_\_\_\_\_ program year.

**Signature of 4-H Youth Specialist** \_\_\_\_\_

**Date** \_\_\_\_\_

Copy to: County 4-H Files, Regional Director, 4-H Club/Unit

**SECTION 2.**

Indicate the efforts that have been made to achieve an integrated club/unit.

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**CERTIFICATION OF REASONS FOR NONPARTICIPATION FOR CLUBS  
WHERE INTERRACIAL MIX IS POSSIBLE BUT NOT ACHIEVED  
(Form CR-2)**

TO: \_\_\_\_\_  
(Program Director)

Extension Program Area: \_\_\_\_\_

Club Name: \_\_\_\_\_ Date Organized: \_\_\_\_\_

Identify geographic area (town, community, neighborhood). Be as specific as possible.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

	Estimated Racial/Ethnic Composition Club Location	Actual Membership
White	%	%
Black	%	%
Hispanic	%	%
American Indian or Alaskan Native	%	%
Asian or Pacific Islander	%	%
<b>TOTAL</b>	%	%

Narrative description of your efforts (and the efforts of others about which you have direct knowledge) to secure interracial membership. List reasons given for not desiring to participate.

\_\_\_\_\_  
(Faculty Member)

\_\_\_\_\_  
(Date)

Complete in duplicate within two weeks of club being organized. One copy should be retained for county Affirmative Action files and one submitted to the Director of Organizational Development.

**ANNUAL CERTIFICATION OF COMPLIANCE  
FOR  
4-H CLUBS  
(Form CR-3)**

Extension Club: \_\_\_\_\_

4-H             FCE Clubs

I have reviewed the "Certification of Reasons for Nonparticipation for Clubs Where Interracial Mix is Possible but not Achieved," membership forms for 4-H/FCE Clubs, and the annual Civil Rights report for this region, and certify the clubs to be in compliance with the Civil Rights requirements as outlined in the Affirmative Action Plan for the University of Missouri Extension.

\_\_\_\_\_  
(Program Director)

\_\_\_\_\_  
(Date)

Completed form in State Program Director's Office and state Affirmative Action files.



## **CODING LISTS**

In compliance with federal regulations, University of Missouri Extension is required to collect data and information from applicants for and recipients of federal assistance. This includes establishing and maintaining a system for collecting and reporting data on minority participation in USDA programs.

Data should be filed under safeguards that will prevent any misuse for discriminatory purpose. Such safeguards include restricting records access to authorized personnel, coding racial identification of office records and using only aggregated data in reports to the public.

Mailing lists, meeting attendance lists and program committee lists should be kept as sources of documentation. These lists should be coded to allow for identification of racial categories. Coding should be done in a uniform manner; therefore, the following codes should be used.

- 1 – Black
- 2 – Hispanic
- 3 – Asian or Pacific Islander
- 4 – American Indian or Alaskan Native
- 5 – White