

COUNTY AFFIRMATIVE ACTION DOCUMENTATION CHECKLIST

The following materials are required to document county affirmative action procedures:

- Current Plan of Work
- County Affirmative Action Plan
- Newsletter mailing list with race and gender designated
- Membership list of all Extension Advisory Councils with race and gender designated
- Committee membership list with race and gender designated
- Meeting attendance rosters of Extension sponsored meetings and activities with race and gender designated
- Signed statements of Compliance of Non-discriminatory Conduct (secure annually)
 - Extension Homemakers Clubs
 - 4-H Youth Development Clubs
 - Extension sponsored groups
- News releases sent to newspaper, radio and television stations, churches and other organizations that include the nondiscrimination statement. Keep original and clip printed copy for records.
- All Reasonable Efforts File which includes:
 - Written record of personal visits, letters and/or phone calls with members from the underrepresented group seeking their assistance in improving participation from the group.
 - Copies of announcements flyers or posters that were placed in locations to recruit participation from underserved audiences with location placed noted.
 - Notes on media used to target the underserved population.
- Newsletters showing that the public is notified how to file a complaint at least annually
- Map of County showing the location of all Extension sponsored groups (4-H Clubs, Homemakers Clubs, Agriculture Advisory Groups, etc.) with an accompanying ledger containing the name of each group and its membership by race and gender
- ADA Assessment and Plan
- Knowledge of Civil Rights Legislation and the location of the electronic file
<http://psd.ca.uky.edu/affirmativeaction>