Civil Rights Compliance Review Guide

___________ County

___________ Date

___________ District Director
    Reviewer

___________ District 4-H Youth Development
    Program Specialist
    Reviewer

___________ District Family & Consumer Sciences
    Program Specialist
    Reviewer

Oklahoma State University
Extension
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Civil Rights Compliance Review Guide

___________________________ Date

I. Affirmative Action Plan

a. County Affirmative Action Plan (For Agriculture, Family & Consumer Sciences, Four-H, and Rural Development)

Material in Files? ___ yes ___ no

Date on Affirmative Action Plan?

Date of last Update/Revision?

Are "Justice for All" and other Civil Rights and Affirmative Action posters displayed correctly? ___ yes ___ no

Comments:

___________________________

___________________________

b. Public Notification (For Agriculture, FCS, Four-H, and Rural Development)

Material in File? ___ yes ___ no

County Public Notification Plan? ___ yes ___ no

On File? ___ yes ___ no

c. County Profile information available? ___ yes ___ no

Source?

Potential Audiences identified? ___ yes ___ no
II. Agriculture

a. Attendance Records With Race and Gender Summary

   Material in File?  ____ yes  ____ no

   Complete for Program Year?  ____ yes  ____ no
   (July 1 - June 30)

   Event Summary Record Complete?  ____ yes  ____ no

   Public Notification efforts – Is non-discrimination clause included?  ____ yes  ____ no

   Is it current?  ____ yes  ____ no

   List special efforts to reach and involve minorities and women:

   ________________________________________________________________

   Comments:

   ________________________________________________________________

   ________________________________________________________________

b. Plan of Work Objective(s) for Minorities and Disadvantaged Groups

   Material in File?  ____ yes  ____ no

   Comments:

   ________________________________________________________________

   ________________________________________________________________

   ________________________________________________________________

c. Certification of Organized Groups for Non-Discrimination*

   Material in File?  ____ yes  ____ no

   Complete for All Groups?  ____ yes  ____ no

   Current Within Two Years?  ____ yes  ____ no

   Comments:

   ________________________________________________________________

   ________________________________________________________________

*Organized groups receiving significant assistance
d. List of Program Advisory Councils

Material in File? ___ yes ___ no

Complete With Names, Addresses, Group Represented, Term, and Racial & Gender Identity? ___ yes ___ no

Maps in File Showing Location of Council Members? ___ yes ___ no

Comments: ________________________________________________________

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III. Family and Consumer Sciences

a. Attendance Records With Race and Gender Summary

Material in File? ___ yes ___ no

Complete for Program Year? ___ yes ___ no
(July 1 - June 30)

Event Summary Record Complete? ___ yes ___ no

Public Notification efforts – Is non-discrimination clause included? ___ yes ___ no

Is it current? ___ yes ___ no

List special efforts to reach and involve minorities: ____________________________

________________________________________________________________________

Comments: __________________________________________________________________

________________________________________________________________________

b. Plan of Work Objective(s) for Minorities and Disadvantaged Groups

Material in File? ___ yes ___ no

Comments: __________________________________________________________________

________________________________________________________________________

________________________________________________________________________

c. Certification of Organized Groups for Non-Discrimination*

Material in File? ___ yes ___ no

Complete for All Groups? ___ yes ___ no

Current Within Two Years? ___ yes ___ no

Comments: __________________________________________________________________

________________________________________________________________________

*Organized groups receiving significant assistance
d. List of Program Advisory Council

Material in File? ____ yes ____ no

Complete With Names, Addresses, Group Represented, Term, and Racial and Gender Identity? ____ yes ____ no

Maps in File Showing Location of Council Members? ____ yes ____ no

Comments: __________________________________________________________

___________________________________________________________

___________________________________________________________


e. Constitution and Bylaws for OHCE Groups

Material in File? ____ yes ____ no

Contains Non-Discriminatory Statement? ____ yes ____ no

Current? ____ yes ____ no

Document special efforts to increase participation of Minorities and Males in OHCE program:

___________________________________________________________

Comments: __________________________________________________________

___________________________________________________________

___________________________________________________________

___________________________________________________________

f. Mailing Lists

Material in File? ____ yes ____ no

Have Racial & Gender Identification? ____ yes ____ no

Current for This Year? ____ yes ____ no

List “Grass Roots” Organizations on mailing list:

___________________________________________________________

Comments: __________________________________________________________

___________________________________________________________
g. Maps for OHCE Groups

Material in File? _____ yes _____ no

Complete? _____ yes _____ no

Current? _____ yes _____ no

Comments: ___________________________________________________________
                                                      __________________
                                                      __________________
IV. Four-H Youth Development

a. Attendance Records With Race and Gender Summary

Material in File?  ____ yes  ____ no

Complete for Program Year?  ____ yes  ____ no
(July 1 - June 30)

Event Summary Record Complete?  ____ yes  ____ no

Public Notification efforts - Is non-discrimination clause included?  ____ yes  ____ no

Is it current?  ____ yes  ____ no

List special efforts to reach and involve minorities: __________________________

______________________________

Comments: __________________________

______________________________

b. Plan of Work Objective(s) for Minorities and Disadvantaged Groups

Material in File?  ____ yes  ____ no

Comments: __________________________

______________________________

c. Certification of Organized Groups for Non-Discrimination*

Material in File?  ____ yes  ____ no

Complete for All Groups?  ____ yes  ____ no

Current Within Two Years?  ____ yes  ____ no

Comments: __________________________

______________________________

*Organized groups receiving significant assistance
d. List of Program Advisory Council

Material in File?  ____ yes  ____ no

Complete With Names, Addresses, Group Represented, Term, and Racial and Gender Identity?  ____ yes  ____ no

Maps in File Showing Location of Council Members?  ____ yes  ____ no

Comments: ________________________________________________________

____________________________________________________

e. Constitution and Bylaws for Four-H Groups

Material in File?  ____ yes  ____ no

Contains Non-Discriminatory Statement?  ____ yes  ____ no

Current for This Year?  ____ yes  ____ no

Comments: ________________________________________________________

____________________________________________________

f. Mailing Lists

Material in File?  ____ yes  ____ no

Have Racial & Gender Identification?  ____ yes  ____ no

Current for This Year?  ____ yes  ____ no

List “Grass Roots” Organizations on mailing list:

____________________________________________________

____________________________________________________

Comments: ________________________________________________________

____________________________________________________
g. Maps for Four-H Clubs and Groups

Material in File?  ____ yes  ____ no

Complete?  ____ yes  ____ no

Current?  ____ yes  ____ no

Comments: _______________________________________________________

h. Provide a list of all 4-H Awards – including requirements or basis of selection. Are any Awards Gender Biased?  ____ yes  ____ no

Comments: _______________________________________________________

i. List of all Adult Volunteer Leaders with Name, Club, Type of Leader, Race and Gender?  ____ yes  ____ no

Comments: _______________________________________________________

Names of Volunteer Advisory Committee documented & included in file?  yes  no

Individual files set up in lockable file cabinet for each leader by last name in alphabetical order?  ____ yes  ____ no

All Volunteer Agreement forms and behavioral guidelines are signed by Educator  ____ yes  ____ no

Checklist added to each Volunteer’s file and checked periodically to ensure they are meeting expectations to remain certified leaders?  ____ yes  ____ no

j. What special efforts have been tried to recruit and involve minority leaders:

_________________________________________________________________

_________________________________________________________________

Comments: _______________________________________________________
V. Rural Development

a. Attendance Records With Race and Gender Summary

Material in File? ___ yes ___ no

Complete for Program Year? ___ yes ___ no
(July 1 - June 30)

Public Notification efforts – Is non-discrimination clause included? ___ yes ___ no

Is it current? ___ yes ___ no

Event Summary Record Complete? ___ yes ___ no

Comments: ________________________________________________________________

________________________________________________________________________

b. Plan of Work Objective(s) for Minorities and Disadvantaged Groups

Material in File? ___ yes ___ no

Comments: ________________________________________________________________

________________________________________________________________________

c. Certification of Organized Groups for Non-Discrimination*

Material in File? ___ yes ___ no

Complete for All Groups? ___ yes ___ no

Current Within Two Years? ___ yes ___ no

Comments: ________________________________________________________________

________________________________________________________________________

*Organized groups receiving significant assistance
d. List of Program Advisory Committee

Material in File? ___ yes ___ no

Complete With Names, Addresses, Group Represented, Term, and Racial and Gender Identity? ___ yes ___ no

Maps in File Showing Location of Council Members? ___ yes ___ no

Comments: __________________________________________________________

______________________________________________________________

______________________________________________________________

______________________________________________________________


e. Mailing Lists

Material in File? ___ yes ___ no

Have Racial & Gender Identification? ___ yes ___ no

Current for This Year? ___ yes ___ no

List “Grass Roots” Organizations on mailing list:

______________________________________________________________

______________________________________________________________

Comments: __________________________________________________________

______________________________________________________________
VI. Civil Rights Laws, Rules, and Regulations


5. Supplemental Instructions for Administration of Title VI of the Civil Rights Act of 1964, in the Cooperative Extension Service (July 2, 1965).

6. Amendment of Section B, II, B, 2 of Supplemental Instructions for Administration of Title VI of the Civil Rights Act of 1964, dated July 2, 1965 (October 6, 1965).


19. "And Justice for All" poster – Secretary of Agriculture.


VII. Civil Rights Training Conducted or Participated in During the Last Program year. (List topics, dated, and discussion leaders of training or review of Civil Rights related material.)

County: ________________________________

____________________________________

____________________________________

District: ________________________________

____________________________________

____________________________________

State: ________________________________

____________________________________

____________________________________

VIII. Employment Files

1. An individual file maintained for each classified position filled (Should be maintained for three years) _______ YES _______ NO

2. Each individual file contains:
   * where, when, and how advertised _______ _______
   * copy of vacancy announcement _______ _______
   * interview notes on each applicant interviewed _______ _______
   * reason for selection and non-selection of all applicants _______ _______
   * letter of acceptance or rejection of first person offered position _______ _______
   * letter to those not selected _______ _______
   * OSU Recruitment Report _______ _______
Using the most recent complete program year data, indicate racial-ethnic characteristics of FCE groups and total members enrolled.

<table>
<thead>
<tr>
<th>Total</th>
<th>Male</th>
<th>Female</th>
<th>Male</th>
<th>Female</th>
<th>Male</th>
<th>Female</th>
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<thead>
<tr>
<th>Number</th>
<th>Total Members</th>
<th>Community Members</th>
<th>Eligible Members</th>
<th>Not in Radar</th>
<th>More Than One</th>
<th>Integrated Groups</th>
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A.

B.

C.

Date

County

FCE Membership

Table 3
Using the most recent complete program year data, indicate racial-ethnic characteristics of FFF-Clubs and total members enrolled.

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<td>Per Capita</td>
<td>Community</td>
<td>Emergency Mixed</td>
<td>Not in Emergency</td>
<td>Racial Ethnic</td>
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DATE

County

Four-H Club Membership

Table 4
## Total Camp Attendance

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<td><strong>Overnight Camp</strong></td>
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<td>Grand Total Numbers</td>
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**Racial-Ethnic Composition**

Indicate the number of participants in 4-H Youth camp held during the past program year, by racial-ethnic composition.

**Table 5**

**DATE**

**County**

4-H Camp Participation
HAVE STAFF DISCUSS BASIC INTENT OF:

1. Civil Rights Act, 1964, Title VI.

2. Civil Rights Act, 1964, Title VII

3. Title IX of the Education Amendments of 1972

4. Age Discrimination Act of 1975

5. Rehabilitation Act of 1973
   American with Disabilities Act 1990

6. Who is administratively responsible for Civil Rights at:
   County
   District
   State

How are Program Complaints filed and processed?

How are Employment Complaints filed and processed?