

PROGRAM AREA: 4-H Youth and Development

updated: 03/2019

COUNTY: DATE:

REVIEWER: CIVIL RIGHTS

FOLLOW-UP BY:

File Guide & Documentation		STATUS			COMMENTS OR CORRECTIVE ACTIONS TO BE TAKEN	TIMELINE FOR COMPLETION	Completed (Initial & Date)
		Complete	Incomplete	Cross- Referenced			
I.14.1 Membership lists of 4-H Advisory Committee and minutes of meetings <ul style="list-style-type: none"> • Form 2 • Documentation that committee has met <u>at least</u> once yearly by providing current minutes and attendance dated and coded by gender and ethnicity and summarized • Can use Form 3 to summarize 	Curr						
I.14.2 Map of county with residence of 4-H Advisory Committee identified showing community representation in advisory committees <ul style="list-style-type: none"> • Updated yearly • Dated • Code map showing names, gender and ethnicity 	Curr						
I.14.3 Record of how Advisory Committee Members are chosen (Short statement of how Advisory Committee members are selected) <ul style="list-style-type: none"> • Updated every 3-5 years; Dated • Demonstrates plan for expanding diversity of committee 	Curr						
I.14.4A 4-H Units: Number of units in inter-racial communities and membership by ethnicity and gender. (ES-237 & individual unit records)	3Y						

(Recommended Retention Period: KEEP = Historical References, Save, Do Not Throw Away; 3Y = 3 years. Keep information for the past three years. Curr = Current.)

For forms see Civil Rights Web site at: <https://aces.nmsu.edu/ces/civilrights/>

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I.14.4B 4-H Units: Number of units in non-interracial communities (communities of one race) and membership by ethnicity & gender (ES-237 & individual unit records)	3Y						
I.14.5 Statement of 4-H Club Certification <ul style="list-style-type: none"> Form signed by club leader. <u>Must be done annually</u> Use Form 5 (must have) 	3Y						
I.14.6A Participation records of youth in 4-H activities, county level <ul style="list-style-type: none"> Lists of youth participants by county activity, coded by ethnicity and gender and summarized; Dated 	3Y						
I.14.6B Participation records of youth in 4-H activities, district and state level <ul style="list-style-type: none"> Lists of youth participants by activity, coded by ethnicity and gender and summarized; Dated 	3Y						
I. 14.7 Participation lists from 4-H leaders training activities <ul style="list-style-type: none"> Sign-in sheet from leader training including time, date, place, and topic Code by ethnicity and gender and summarized 	3Y						
I.14.8 Current mailing lists for 4-H programs (e.g. mailing newsletter and program announcements) <ul style="list-style-type: none"> Coded by ethnicity and gender and summarized Updated yearly and dated New additions dated by year (beginning 2006): John Doe (2005) P.O. Box 50 Deming, NM 88888 	3Y						

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I.14.9 Record of organizations, groups, agencies, etc., served by 4-H youth programs with documentation of non-discrimination	3Y						
<ul style="list-style-type: none"> • Use Form 1 • Updated yearly and dated 							
I.14.10 News releases, radio releases, social media, bulk emails, and other publicity for 4-H programs. Must include at least 3 examples per year	3Y						
<ul style="list-style-type: none"> • Include affirmative action clause and ADA statement in text of article • Include original submissions and printed article • List news and radio sources releases are sent to • Include list of distribution locations for fliers 							
I.14.11 Personal letters to underserved families and youth, schools and grassroots organizations informing them about 4-H programs and inviting them to participate	3Y						
<ul style="list-style-type: none"> • Must include at least 3 examples per year 							
I.14.12 Personal visits to underserved families and youth, or schools and grassroots organizations serving minority youth	3Y						
<ul style="list-style-type: none"> • Must include at least 3 examples per year of visits to underserved audiences • Include time, place, and topic • Can include calendar, special notes, reimbursement voucher or telephone messages 							
I.14.13 Current 4-H Club and/or 4-H Council By-Laws	Curr						
<ul style="list-style-type: none"> • Documents must include non-discrimination clause • Updated every 3-5 years 							

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