

PROGRAM AREA: Family and Consumer Sciences

COUNTY:

DATE:

updated: 03/2019

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.15.1 Membership list Home Economics Advisory Committee <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.15.3 Map of county with residence of Family and Consumer Sciences Committee members 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.15.4 Record of how program planning committee members are chosen (short statement or by-laws stating how program planning committee members are selected) <ul style="list-style-type: none"> Updated every 3-5 years; Dated | 3Y | | | | | | |
| I.15.5 Membership list of county EANM Council <ul style="list-style-type: none"> Current, dated, coded by ethnicity and gender & summarized If all members make up the council, cross-reference to 15.7, EANM membership list Please indicate if county has no active EANM units | 3Y | | | | | | |
| I.15.6 County map showing location of current EANM units <ul style="list-style-type: none"> Map with identification of geographic area served by each EANM Unit Dated Please indicate if county has no active EANM units | 3Y | | | | | | |
| I.15.7 EANM membership lists by unit <ul style="list-style-type: none"> Current membership lists, dated and coded by ethnicity and gender and summarized for each unit | 3Y | | | | | | |
| I.15.8 Statement of Extension Association of New Mexico Club or Extension Homemaker Club Certification <ul style="list-style-type: none"> Form signed by unit president Must be done annually Use Form 4 | 3Y | | | | | | |

(Recommended Retention Period: KEEP = Historical References, Save, Do Not Throw Away: 3Y = 3 years.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

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| I.15.9 Current EANM Unit and/or EANM Council By-Laws <ul style="list-style-type: none"> Documents must include non-discrimination clause Updated every 3-5 years | 3Y | | | | | | |
| I.15.10 Participation records for Family and Consumer Sciences leader training, special interest and any public meetings or programs <ul style="list-style-type: none"> Sign-in sheets from meetings/programs including time, date, place, and topic Coded by ethnicity, gender, and summarized | 3Y | | | | | | |
| I.15.11 Record of organizations, groups, agencies, etc, served by family and consumer science programs with documentation of non-discrimination <ul style="list-style-type: none"> Use Form 1 Updated yearly and dated | 3Y | | | | | | |
| I.15.12 Current mailing lists from family and consumer science programs (e.g. mailing newsletter and program announcements) <ul style="list-style-type: none"> Coded by ethnicity, 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 | | | | | | |
| I.15.13 Evidence of program diversity <ul style="list-style-type: none"> Copies of programs showing programs offered in a variety of geographical areas, at different times, using different methods, and different topics to ensure inclusion of all genders and ethnic minorities | 3Y | | | | | | |

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**Extension Association of New Mexico (EANM) formerly Family Community Educators (FCE) formerly Homemakers Groups

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| I.15.14 News releases, radio releases, social media, bulk emails, and other publicity for FCS 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.15.15 Personal letters to underserved families and youth, schools and grassroots organizations informing them about FCS programs and inviting them to participate | 3Y | | | | | | |
| <ul style="list-style-type: none"> • Must include at least 3 examples per year | | | | | | | |
| I.15.16 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.15.17 ICAN | 3Y | | | | | | |
| <ul style="list-style-type: none"> • List of ICAN Family Educators, coded by ethnicity and gender and summarized. Cross-reference to ICAN program files • Indicate if no ICAN program in county | | | | | | | |

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