

## Helpful Tips

- Clip newspaper articles about extension programs for your files
- Make lists of news outlets in the county, including contact information.
- Copy phone and walk-in messages for correspondence files.
- Request copies of agents' calendars for correspondence files.
- Request attendance sheets from agents after programs.
- Set aside a time each month to file civil rights materials.
- Make a file on your desktop to file civil rights materials as they come in.
- Ensure that the "...and Justice for All" poster is displayed in clear view for visitors.