

RESERVATION: DATE:

REVIEWER:

FOLLOW-UP BY: DATE:

FILE GUIDE & DOCUMENTATION		STATUS			COMMENTS OR CORRECTIVE ACTIONS TO BE TAKEN	TIMELINE FOR COMPLETION	Completed (initial and date)
		Complete	Incomplete	Cross- Referenced			
I.14.1 Membership list of 4-H advisory committee and minutes of meetings <ul style="list-style-type: none"> <li>• Form 2 (optional)</li> <li>• Coded by gender and ethnicity and summarized</li> <li>• Dated and current</li> <li>• Indication of year's new members</li> <li>• Members who serve on State CES/AES Support Council identified (can be cross-referenced)</li> <li>• 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</li> <li>• Can use Form 3 to summarize</li> </ul>	Curr						
I.14.2 Map of reservation with residence of 4-H advisory committee identified showing community representation in advisory committees <ul style="list-style-type: none"> <li>• Updated yearly</li> <li>• Dated</li> <li>• Code map showing names, gender and ethnicity</li> </ul>	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"> <li>• Updated every 3-5 years; Dated</li> <li>• Demonstrates plan for expanding diversity of committee</li> </ul>	Curr						
I.14.4 4-H Units: Number of units in non-interracial communities (communities of one race) and membership by ethnicity and gender. (ES-237 and individual unit records)	3Y						

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I.14.5 Statement of 4-H Club Certification <ul style="list-style-type: none"> <li>Form signed by club leader. <u>Must be done annually</u></li> <li>See Form 5 (must have)</li> </ul>	3Y						
I.14.6A Participation records of youth in 4-H activities, reservation level <ul style="list-style-type: none"> <li>Lists of youth participants by county activity, coded by ethnicity and gender and summarized; Dated</li> </ul>	3Y						
I.14.6B Participation records of youth in 4-H activities, district and state level <ul style="list-style-type: none"> <li>Lists of youth participants by activity, coded by ethnicity and gender and summarized; Dated</li> </ul>	3Y						
I.14.7 Participation lists from 4-H leader training activities <ul style="list-style-type: none"> <li>Sign-in sheet from leader training including time, date, place and topic</li> <li>Code by ethnicity and gender and summarized</li> </ul>	3Y						
I.14.8 Current mailing lists for 4-H programs (e.g. mailing newsletter and program announcements) <ul style="list-style-type: none"> <li>Coded by ethnicity and gender and summarized</li> <li>Updated yearly and dated</li> <li>New additions dated by year (beginning 2006):                      John Doe (2005)                      P.O. Box 50                      Deming, NM 88888</li> </ul>	3Y						
I.14.9 Record of organizations, groups, agencies, etc., served by 4-H youth programs with documentation of non-discrimination. <ul style="list-style-type: none"> <li>See Form 1 (must have)</li> <li>Updated yearly and dated</li> </ul>	3Y						

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

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