

PROGRM AREA: Home Economics

**CIVIL RIGHTS
FILE GUIDE and REVIEW FORM**

RESERVATION:

REVIEWER:

FOLLOW-UP BY:

DATE:

FILE GUIDE & DOCUMENTATION DATE:	STATUS			COMMENTS OR CORRECTIVE ACTIONS TO BE TAKEN 09/2006	TIMELINE FOR COMPLETION	Completed (initial and date)
	Complete	Incomplete	Cross- Referenced			
I.15.1 Membership list of home economics advisory committee <ul style="list-style-type: none"> • Form 2 (optional) • Coded by gender and ethnicity and summarized • Dated and current • Indication of year's new members • Members who serve on State CES/AES Support Council identified (can be cross-referenced) 	Curr					
I.15.2 Minutes of home economics advisory committee meetings <ul style="list-style-type: none"> • Documentation that committee has met at least once yearly by providing current minutes and attendance dated and coded by gender and ethnicity and summarized • Can use Form 3 for summarization 	Curr					
I.15.3 Map of reservation with residence of home economics advisory 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					

(Recommended Retention Period: KEEP = Historical References, Save, Do Not Throw Away: 3Y = 3 years.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

** Extension Association of New Mexico (EANM) formerly Family Community Educators (FCE) formerly Homemakers Groups
 For forms see Civil Rights Web site at: cahe.nmsu.edu/civilrights

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I.15.5 Membership list of EANM Council <ul style="list-style-type: none"> • Current, dated, coded by ethnicity and gender and summarized. • If all members make up the council, cross-reference to 15.7, EANM membership list • Please indicate if no active EANM units 	3Y				09/2006		
I.15.6 Reservation 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 list 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 • See Form 4 (must have) 	3Y						
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 Home Economics leader training, special interest and any public meetings/programs <ul style="list-style-type: none"> • Sign-in sheets from meetings/programs including time, date, place and topic • Coded by ethnicity and gender and summarized 	3Y						
I.15.11 Record of organizations, groups, agencies, etc, served by home economics programs with documentation of non-discrimination. <ul style="list-style-type: none"> • See Form 1 (must have) • Updated yearly and dated 	3Y						

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I.15.12 Current mailing lists for home economics programs (eg. mailing newsletter and program announcements)	3Y				09/2006		
<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 							
I.15.13 Evidence of program diversity	3Y						
<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 including both genders and ethnic minorities. 							
I.15.14 News, radio releases and fliers for home economics programs	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 minority clientele, families, and grassroots organizations inviting them to participate in home economics programs	3Y						
<ul style="list-style-type: none"> Must include at least 3 letters per year 							
I.15.16 Personal visits to minority families, grassroots organizations, or minority individuals	3Y						
<ul style="list-style-type: none"> Include time, place and topic Can include calendar, special notes, reimbursement vouchers, 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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