

Affirmative Action Review - Front Range

County

I. Files – laws regulations, rules, pronouncements

1) Are previous AA reviews for at least two previous review periods on file?

Yes

No

If no, please explain.

2) Are current census statistics/demographics filed?

Yes

No

If no, please explain.

3) Are 4-H compliance documents on file?

Yes

No

If no, please explain.

II. Public Notification Requirements

1) Are posters prominently displayed?

Yes

No

If no, please explain.

2) Is non-discrimination clause included in materials and correspondence?

Yes

No

If no, please explain.

If yes, explain the process to monitor electronic messages.

3) Is stereotyping avoided in illustrations?

Yes

No

If no, please explain.

III. Current Civil Rights Efforts

1a) What evidence of plans to increase enrollment of minorities?

1b) What are current efforts to reach minorities?

1c) What has been progress over last three years?

2a) Are clubs integrated

Yes

No

If no, please explain.

2b) Are there exceptions for large number of clubs

Yes

No

Please explain.

2c) Is there evidence to reach minorities and males (FCS) and females (Ag) programs?

Yes

No

If no, please explain.

3a) Do agents collect and report data on total minority participation?

Yes

No

If no, please explain.

3b) Has parity been achieved? Please consider programs, clubs, events, committees, etc.

Yes

No

If no, please explain.

4a) Is staff aware all mailing lists must be coded for `gender and ethnicity?

Yes

No

If no, please explain.

4b) Are mailing lists coded for gender and ethnicity?

Yes

No

If no, please explain.

5a) How are committees selected?

5b) Is committee membership/representation reflective of county demographics?

Yes

No

If no, please explain

5c) Are there lists for Extension advisory committee, 4-H Foundation, 4-H Council, and any others?

Yes

No

If no, please explain.

If no, please explain.

If no, please explain.

6c) If Advisory Committee has this role, is 4-H Review and Expansion a regular agenda item?

Yes

No

6d) Is evidence of Advisory Committee 4-H Review and Expansion work reported in meeting minutes?

Yes

No

If no, please explain.

7a) Is staff knowledgeable about discrimination complaint procedure?

Yes

No

7b) Does staff have current position descriptions including responsibility for civil rights compliance?

Yes

No

8a) Is the office accessible?

Yes

No

If no, please explain.

8b) How does the office handle accessibility?

8c) Does staff understand ADA

Yes

No

IV. Questions/requests from county staff.

