

# **SUGGESTED AFFIRMATIVE ACTION REVIEW FOR DISTRICT EXTENSION ADMINISTRATOR TO USE WITH COUNTY EXTENSION STAFFS**

Agents preparing for the 4-H Affirmative Action review committee should be instructed to have the following materials available:

- ? ES-237 forms for past 3 years.
- ? County 4-H affirmative action plan, including original (1972), supplementary forms 1-10, and signature page 11.
- ? Copies of all original and revised county 4-H affirmative action maps showing unit territory boundaries and racial/ethnic compositions.
- ? Letters of certification to the director concerning “all reasonable efforts” made to bring non-representative 4-H clubs into compliance for the past 3 years.
- ? Correspondence copies pertaining to 4-H affirmative action program steps taken or needed (e.g., letters from/to State 4-H Office, district administrators and state leaders for county Extension programs, 4-H specialist).
- ? County 4-H mailing list(s) such as membership, 4-H and Youth Committee, council, adult leaders, donors, etc.
- ? Committee agendas and agendas for leaders’ training meeting.