

## 4-H Club and Organization Civil Rights Compliance Report Form

This form is to be completed by all 4-H clubs or organizations by October 1 of each year to report on civil rights compliance for the previous year. The form should be submitted to the appropriate local or state Extension office.

Year of report: October 1, 2\_\_\_\_\_ to September 30, 2\_\_\_\_\_.

4-H Club or Organization Name: \_\_\_\_\_

4-H Club or Organization Leader's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Number of Members by Race: \_\_\_\_\_ White \_\_\_\_\_ Black \_\_\_\_\_ Hispanic \_\_\_\_\_ Asian \_\_\_\_\_ American Indian  
\_\_\_\_\_ Native Hawaiian or Pacific Islander \_\_\_\_\_ Other

Number of Members by Gender: \_\_\_\_\_ Female \_\_\_\_\_ Male

During this past year, this club or organization had balanced membership that was integrated by race and gender (refer to the definition of balanced membership below).

By Race:  Yes  No By Gender:  Yes  No

**Balanced membership** is met when the racial and gender composition of the club or organization is exactly proportional to that of the population of the membership area. Even if a 4-H club or organization does not have balanced membership for a majority of those under-represented group categories present in the membership area, the program can be deemed to be in compliance if the club or organization leaders, in collaboration with the appropriate Extension professional can demonstrate that "all reasonable efforts" have been made to achieve balanced membership within the group. Examples of "all reasonable efforts" are listed below.

IF NOT IN COMPLIANCE for race and/or gender, use the table below to document what reasonable efforts your club or organization utilized this past year to comply. What efforts do you plan to use this next year? Check those items that apply.

(Documentation of past reasonable efforts should be on file in the Virginia Cooperative Extension office where this club or organization is based.)

Past Year	Reasonable Efforts	Next Year
	Invite members of under-represented groups to join the club or organization by personal visit.	
	Invite members of under-represented groups to join the club or organization by letter or email.	
	Invite members of under-represented groups to join the club or organization by telephone.	
	Make use of mass media, including radio, newspaper, and TV.	
	Distribute newsletters, posters, flyers, and announcements to recruit under-represented clientele.	
	Contact community groups to recruit under-represented clientele.	
	Conduct a membership drive or promotion to reach under-represented clientele.	
	Make special efforts to recruit volunteers from under-represented clientele groups.	
	Plan and implement joint activities to create integrated programs.	
	Utilize meeting places selected to encourage participation by under-represented clientele.	

Check this space if other efforts that have been taken by this club or organization in order to be in compliance with Civil Rights laws are listed on the back of this form.

Date Submitted \_\_\_\_\_

Signature of the 4-H Club or Organization Leader

Date Reviewed \_\_\_\_\_

Signature of 4-H Extension Staff Member