

## GUIDELINES FOR REVIEWING EXTENSION 4-H AND YOUTH DEVELOPMENT PROGRAM TO ASSURE EQUAL ACCESS

---

The Affirmative Action Plan for the Kansas Cooperative Extension Service requires that steps be taken to assure that all potential 4-H Youth Development program participants residing in the local unit have equal access to 4-H clubs or other 4-H youth programming.

The Kansas Extension Council Law states "...It shall be the duty of the council to plan the educational extension programs of the county." 4-H Program Development Committee members are representatives of the local board and are charged with giving input to local efforts in identifying information needed to address social, economic and environmental concerns. An important part of this planning is to develop plans to assure that all potential program participants have equal access.

The Extension Council Law and Extension District Law call for members to be elected in counties or appointed in districts to represent 4-H and youth development programming. The board may wish to appoint additional members to the Program Development Committee to assure that the group is reflective of the population to allow for more participation and broadened perspectives in program development. These appointments should be made on an annual basis.

In addition to the responsibilities of the Program Development Committee, as outlined in the Handbook for County Extension Councils and District Governing Bodies, the committee will also have the following functions:

- a. Develop plans to assure that all potential Extension 4-H Youth Development program participant residing in the local unit have equal access to the benefits of the Extension 4-H Youth Development programs and that all youth of 4-H age residing in each community served by a 4-H club have equal access to that club.
- b. Assist the extension agents in studying existing 4-H clubs and to determine if the existing 4-H clubs are in compliance with item a. above. If some 4-H clubs are not in compliance, steps are to be outlined and target dates established for bringing them into compliance.
- c. Develop plans to assure that all on-going and newly organized 4-H clubs are open to all persons without regard to race, color, religion, national origin, sex, age, or disability, and economic circumstances and that no 4-H clubs are operating on a segregated basis.
- d. Identify ways and means to help 4-H participants, and volunteer staff and residents of communities, to understand 4-H programs are open to all residents of a community without discrimination. By-laws and/or constitutions of 4-H clubs must have a provision stating that membership is open to all youth of 4-H age irrespective of race, color, religion, national origin, sex, age, or disability.
- e. Examine the delivery of the local unit Extension 4-H Youth Development program to determine if any part of the local unit, any community, or any geographic area within the local unit is not being reached with the educational program, and make plans to assist the Extension agents to extend the program into such areas, including organizing additional 4-H clubs, expanding 4-H clubs, developing special projects, recruiting volunteers and youth leadership, etc.
- f. Use all reasonable efforts to increase the minority participation in and integration of 4-H youth development programs. The minimum reasonable effort required by Extension staff includes three steps:
  1. Use all available mass media, including websites, radio, newspaper and television to inform potential recipients of the program and of the opportunity to participate.
  2. Send personal invitations addressed to defined potential recipients inviting them to participate, including dates and places of meetings or other planned activities.
  3. Extension staff will make personal visits to a representative number of defined potential recipients in the geographically defined area to encourage participation.

Documentation is needed that all reasonable efforts have been made. Copies of mass media releases and circular letters meet requirements for 1 and 2 above. Personal visits may be documented by making a record for filing of personal visits including visitor, dates, person reached, responses and other related information

Reports of these efforts to expand program participation will be reported by Extension Agents on Impact Reports. Planning for this program expansion will be included in the Action Plans.