

WRITTEN NOTIFICATION SAMPLE LETTER

(NAME)
(TITLE)
(ORGANIZATION OR GROUP)
(ADDRESS)

Dear (NAME),

The Civil Rights Act of 1964 states in part: "No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."

The Educational Amendments of 1972 states in part: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."

The Age Discrimination Act of 1975 states in part: "No person in the United States shall, on the basis of age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."

The Americans with Disabilities Act of 1990 gives civil rights protection to individuals with disabilities. ADA generates equal opportunity to individuals with disabilities in employment, public accommodations, transportation, state and local government services and telecommunications.

K-State Research and Extension is funded from federal, state, and county funds; and, therefore, is subject to the provisions, rules, and regulations of this legislation.

The Affirmative Action Plan of the Cooperative Extension Service states that the Extension Service cannot provide significant assistance to any organization that excludes any person from membership or participation because of race, color, religion, national origin, sex, age, or disability. It further states that the Extension staff must have a letter on file from groups or organizations to which they provide significant assistance certifying that discriminatory practices are not followed.

For our records, would you sign the certification statement at the bottom of this letter and return this letter to us. We have enjoyed our continued working relationship with your group and look forward to working with you in the future.

Sincerely,

(YOUR NAME)
(YOUR POSITION TITLE)

This is to certify that (ORGANIZATION OR GROUP) does not exclude any person from membership or participation because of race, color, religion, national origin, sex, age, or disability.

(NAME) _____
(TITLE) _____
(DATE) _____