



# *Annual Desk Audit*

**County**

The CED signature verifies that the appropriate documentation to support the references made in this desk audit report are on file in the local extension office.

*Signed:* \_\_\_\_\_ *CED*

*Date:* \_\_\_\_\_

**Annual Desk Audit Due!**

*Enter due date*

Mail to:

Penn State Cooperative Extension & Outreach  
enter address

# Annual Affirmative Action/Civil Rights Report

Directions: Check the boxes that are relevant to this year. Provide documents in central AA file as noted.

**Goal I. INCREASE PARTICIPATION OF PEOPLE OF UNDERREPRESENTED GROUPS ON THE COUNTY EXTENSION BOARD AND ON PROGRAM PLANNING AND ADVISORY COMMITTEES**

- Objective 1. Ensure that committees are representative of the demographics of the county
- Objective 2. Ensure that committees and boards are informed of the Penn State Cooperative Extension affirmative action policies
- Objective 3. Increase representation of underrepresented groups on committees/boards

- Reviewed board and committee make-up for minority and gender representation  
Committees should be representative of the county and include gender, racial, and economic and geographic diversity. Please provide an analysis of board and committee memberships with documentation of race, gender, geographic area represented (or address), date term of service ends, and area of expertise or primary interest being brought to the committee. (You can use the template from the CRA review or develop a chart that encompasses the necessary information on each committee.)

**Extension Board** - Meeting minutes are **ON FILE** indicating that \_\_\_\_\_ (total) meetings were held during the past program year. Documentation of discussions held during these meetings include: (Please check appropriate response.)

- |  | DATE               |          |                                   |  |
|--|--------------------|----------|-----------------------------------|--|
| a. role of committee   | YES _____ on _____ | NO _____ |                                   |  |
| b. affirmative action  | YES _____ on _____ | NO _____ |                                   |  |
| • review maps and census data  |                    |          |                                   |  |
| • review diversity w/nomination committee  |                    |          |                                   |  |
| c. outreach efforts for this year - <b>ON FILE</b>   |                    |          |                                   |  |
| • specific contacts with underrepresented groups or individuals for board membership.                                    |                    |          |                                   |  |
| • change of location of board or committee meeting for comfort and inclusion of underrepresented board/committee members |                    |          |                                   |  |
| • contacts with minority community groups and individuals for potential membership                                       |                    |          |                                   |  |
| radio stations   |                    |          | organizations                     |  |
| newspapers   |                    |          | follow-up letters of conversation |  |
| d. orientation for new board/committee members   | YES _____ on _____ | NO _____ |                                   |  |

## Agriculture and Natural Resources

**Agriculture** – Meeting minutes are **ON FILE** indicating that \_\_\_\_\_ (total) meetings were held during the past program year. Documentation of discussions held during these meetings include: (Please check appropriate response.)

- |  |     | DATE           |    |                                   |
|--|-----|----------------|----|-----------------------------------|
| a. role of committee   | YES | _____ on _____ | NO | _____                             |
| b. affirmative action  | YES | _____ on _____ | NO | _____                             |
| • review maps and census data  |     |                |    |                                   |
| • review diversity w/nomination committee  |     |                |    |                                   |
| c. outreach efforts for this year - <b>ON FILE</b>   |     |                |    |                                   |
| • specific contacts with underrepresented groups or individuals for board membership.                                    |     |                |    |                                   |
| • change of location of board or committee meeting for comfort and inclusion of underrepresented board/committee members |     |                |    |                                   |
| • contacts with minority community groups and individuals for potential membership                                       |     |                |    |                                   |
| radio stations   |     |                |    | organizations                     |
| newspapers   |     |                |    | follow-up letters of conversation |
| d. orientation for new board/committee members   | YES | _____ on _____ | NO | _____                             |

**Natural Resources** – Meeting minutes are **ON FILE** indicating that \_\_\_\_\_ (total) meetings were held during the past program year. Documentation of discussions held during these meetings include: (Please check appropriate response.)

- |  |     | DATE           |    |                                   |
|--|-----|----------------|----|-----------------------------------|
| a. role of committee   | YES | _____ on _____ | NO | _____                             |
| b. affirmative action  | YES | _____ on _____ | NO | _____                             |
| • review maps and census data  |     |                |    |                                   |
| • review diversity w/nomination committee  |     |                |    |                                   |
| c. outreach efforts for this year - <b>ON FILE</b>   |     |                |    |                                   |
| • specific contacts with underrepresented groups or individuals for board membership.                                    |     |                |    |                                   |
| • change of location of board or committee meeting for comfort and inclusion of underrepresented board/committee members |     |                |    |                                   |
| • contacts with minority community groups and individuals for potential membership                                       |     |                |    |                                   |
| radio stations   |     |                |    | organizations                     |
| newspapers   |     |                |    | follow-up letters of conversation |
| d. orientation for new board/committee members   | YES | _____ on _____ | NO | _____                             |

## Children, Youth and Families

**Family & Consumer Sciences** - Meeting minutes are **ON FILE** indicating that \_\_\_\_\_ (total) meetings were held during the past program year. Documentation of discussions held during these meetings include: (Please check appropriate response.)

DATE

- |  |     |                                   |    |       |
|--|-----|-----------------------------------|----|-------|
| a. role of committee   | YES | _____ on _____                    | NO | _____ |
| b. affirmative action  | YES | _____ on _____                    | NO | _____ |
| • review maps and census data  |     |                                   |    |       |
| • review diversity w/nomination committee  |     |                                   |    |       |
| c. outreach efforts for this year - <b>ON FILE</b>   |     |                                   |    |       |
| • specific contacts with underrepresented groups or individuals for board membership.                                    |     |                                   |    |       |
| • change of location of board or committee meeting for comfort and inclusion of underrepresented board/committee members |     |                                   |    |       |
| • contacts with minority community groups and individuals for potential membership                                       |     |                                   |    |       |
| radio stations   |     | organizations                     |    |       |
| newspapers   |     | follow-up letters of conversation |    |       |
| d. orientation for new board/committee members   | YES | _____ on _____                    | NO | _____ |

**4-H & Youth** - Meeting minutes are **ON FILE** indicating that \_\_\_\_\_ (total) meetings were held during the past program year. Documentation of discussions held during these meetings include: (Please check appropriate response.)

DATE

- |  |     |                                   |    |       |
|--|-----|-----------------------------------|----|-------|
| a. role of committee   | YES | _____ on _____                    | NO | _____ |
| b. affirmative action  | YES | _____ on _____                    | NO | _____ |
| • review maps and census data  |     |                                   |    |       |
| • review diversity w/nomination committee  |     |                                   |    |       |
| c. outreach efforts for this year - <b>ON FILE</b>   |     |                                   |    |       |
| • specific contacts with underrepresented groups or individuals for board membership.                                    |     |                                   |    |       |
| • change of location of board or committee meeting for comfort and inclusion of underrepresented board/committee members |     |                                   |    |       |
| • contacts with minority community groups and individuals for potential membership                                       |     |                                   |    |       |
| radio stations   |     | organizations                     |    |       |
| newspapers   |     | follow-up letters of conversation |    |       |
| d. orientation for new board/committee members   | YES | _____ on _____                    | NO | _____ |

## Community and Economic Development

**Community & Economic Development** - Meeting minutes are **ON FILE** indicating that \_\_\_\_\_ (total) meetings were held during the past program year. Documentation of discussions held during these meetings include: (Please check appropriate response.)

- |   | DATE          |          |
|---|---------------|----------|
| a. role of committee  | YES <u>on</u> | NO _____ |
| b. affirmative action   | YES <u>on</u> | NO _____ |
| <ul style="list-style-type: none"> <li>• review maps and census data</li> <li>• review diversity w/nomination committee</li> </ul>  |               |          |
| c. outreach efforts for this year - <b>ON FILE</b>  |               |          |
| <ul style="list-style-type: none"> <li>• specific contacts with underrepresented groups or individuals for board membership.</li> <li>• change of location of board or committee meeting for comfort and inclusion of underrepresented board/committee members</li> <li>• contacts with minority community groups and individuals for potential membership                             <ul style="list-style-type: none"> <li>radio stations                      organizations</li> <li>newspapers                          follow-up letters of conversation</li> </ul> </li> </ul> |               |          |
| d. orientation for new board/committee members  | YES <u>on</u> | NO _____ |

**Replicate as needed:**

**Additional Committee** - \_\_\_\_\_

Meeting minutes are **ON FILE** indicating that \_\_\_\_\_ (total) meetings were held during the past program year. Documentation of discussions held during these meetings include: (Please check appropriate response.)

- |   | DATE          |          |
|---|---------------|----------|
| a. role of committee  | YES <u>on</u> | NO _____ |
| b. affirmative action   | YES <u>on</u> | NO _____ |
| <ul style="list-style-type: none"> <li>• review maps and census data</li> <li>• review diversity w/nomination committee</li> </ul>  |               |          |
| c. outreach efforts for this year - <b>ON FILE</b>  |               |          |
| <ul style="list-style-type: none"> <li>• specific contacts with underrepresented groups or individuals for board membership.</li> <li>• change of location of board or committee meeting for comfort and inclusion of underrepresented board/committee members</li> <li>• contacts with minority community groups and individuals for potential membership                             <ul style="list-style-type: none"> <li>radio stations                      organizations</li> <li>newspapers                          follow-up letters of conversation</li> </ul> </li> </ul> |               |          |
| d. orientation for new board/committee members  | YES <u>on</u> | NO _____ |

If you have responded **NO** to any of the above areas, please explain the circumstances and implementation plan to ensure that responses next year will be **YES**.

- Other:

**GOAL II. MODIFY EDUCATIONAL PROGRAMS TO INCREASE PARTICIPATION OF PEOPLE OF UNDERREPRESENTED GROUPS**

Objective 1. Increase participation/enrollment of underrepresented individuals or groups across all program areas

- Marketing techniques to reach underrepresented audience - **ON FILE**
- Personal letters or visits to minority clientele or community leaders to inform of programs **ON FILE**
- Report for each club not in parity **ON FILE** - use Certification For All Reasonable Efforts form (one for each club not in parity)

Objective 2. Increase participation of individuals from underrepresented groups as extension volunteers and leaders in all program areas

- Contacts/recruitment of individuals from underrepresented groups as extension volunteers and leaders in all program areas (not boards/committees) **ON FILE** - list of efforts and related Action Plans targeted to future efforts

Objective 3. Develop, modify, and provide program materials for underrepresented groups

- Development/modification/utilization of program materials targeted to specific underrepresented audience (EX: translated) **ON FILE** - documents that illustrate efforts and related Action Plans targeted to future efforts

Objective 4. Ensure accessibility

- Specific effort to be disabled or handicapped accessible - Examples **ON FILE**
- Meeting location sites selected to reach underrepresented audience - Examples **ON FILE**
- Steps planned and/or taken to provide accessibility of programs - Examples **ON FILE**
- Other:

**GOAL III. EDUCATE AND INVOLVE STAFF IN CIVIL RIGHTS PROGRAM PLANNING**

- Review Action Plans efforts specific to civil rights efforts      YES     on     NO
- Civil rights training/awareness attended by staff - **ON FILE** - trainings attended by staff      YES     on     NO
- Discussed civil rights efforts at staff meetings - **ON FILE**      YES     on     NO
- Update mailing list to include tracking of civil rights information - **ON FILE** date of last update for each mailing list      YES     on     NO
- Add underrepresented agency groups to program announcement mailing list recipients where appropriate - **ON FILE** - list      YES     on     NO
- Other:  
Brought in contact from underrepresented group to speak to staff - **ON FILE**      YES     on     NO

**GOAL IV. ADVISE ALL POTENTIAL RECIPIENTS OF PROGRAM AVAILABILITY AND PENN STATE COOPERATIVE EXTENSION'S POLICY OF EQUAL ACCESS**

Objective 1. Conduct outreach efforts

- And Justice for all posters taken to large meeting sites      YES     on     NO
- Compile "grass-roots" list of under-represented groups - Examples **ON FILE**      YES     on     NO
- Other:

Objective 2. Inform cooperating groups of extension's nondiscriminatory provision

- Postcards of nondiscrimination statement received from local organizations, 4-H clubs, homemaker clubs, program advisory committees, and county extension boards - **ON FILE** signed postcards
- Other:

Objective 3. Convey a message of equal opportunity in materials released to the public

- Review announcements, brochures, fliers, posters, and PR materials (e.g., displays, slide sets, overheads) for correct Affirmative Action statements - Samples **ON FILE**
- Review press release for statement of equal opportunity in body or end of article  
Samples **ON FILE**
- Selected photos for news articles, reports, brochures that convey equal opportunity by showing integrated participation by race and sex - Samples **ON FILE**
- Other:

## Annual Compliance Verification

Based on the information provided in this annual report, along with information in county files, I certify that \_\_\_\_\_ County has complied with all aspects of the College Affirmative Action Plan except those items listed below along with proposed actions for the coming year.

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County Extension Director

Date

Items of non-compliance

(All items checked no or items not available for file)

Proposed corrective actions

**Best Practices**

A practice is a process or procedure that was implemented to achieve a noteworthy affirmative action, civil rights or diversity outcome. Please use the format listed to explain the noteworthy achievements in your county. Recommend at least one per county.

### Best Practices by Goal

<i>Goal/Objective</i>	<i>Purpose</i>	<i>Methods/Process Used</i>	<i>Outcome</i>	<i>Specific Audience Targeted</i>

**CERTIFICATION FOR ALL REASONABLE EFFORTS**  
**“Balanced Membership”**

For each group or club that is **not** in parity, complete the following information for each club/group.

\_\_\_\_\_, has made all reasonable efforts to achieve balanced

(name of club/group)

membership during this past year. The following documentation supports efforts taken by club leaders, members and/or extension staff members.

\_\_\_\_\_ Copies of appropriate newspaper article(s) submitted/published during the year inviting new members to targeted outreach audience.

\_\_\_\_\_ A record of radio programs informing audiences of opportunity to join club/group. Script summary is desirable.

\_\_\_\_\_ Samples of personal and/or circular letters sent to target audience(s) inviting them to participate in the club/group.

\_\_\_\_\_ List of individuals who received letters encouraging their participation in this club/group.

\_\_\_\_\_ Copy of the required memorandum from the agent to CED indicating what additional efforts will be made to attract participation by underrepresented race or gender into this group during the coming year.