File:

Programs: Written Notification to Organizations and Responses

Civil Rights The Affirmative Action Program K-State Research and Extension

WRITTEN NOTIFICATION TO ORGANIZATIONS OF THE EXTENSION CIVIL RIGHTS POLICY AND THEIR RESPONSE

Organizations with whom local unit offices cooperate on an on-going basis are to receive written notification of the Extension Service Civil Rights policy on providing assistance to organizations in the county.

Notification should state that K-State Research and Extension cannot provide assistance to any organization that excludes any person from membership or participation in any activities of the organization, or subject any person to discrimination because of race, color, religion, national origin, sex, age or disability.

There should be on file:

- 1. Copies of this written notification from the local unit office to:
 - a. appropriate officials of adult organizations in the county, and
 - b. leaders of youth organizations in the county.
- 2. Written responses from all organizations being served on a continuing basis stating whether or not that organization's policies or practices conform with conditions stated in the notification.

Organizations to be included are those with whom extension faculty **maintain continuing assistance or continuing cooperative relationships** in conducting extension programs. Other USDA offices do not need to be contacted.

This written notifications are to be repeated every four years.

K-State, County Extension Councils and U.S. Department of Agriculture Cooperating. K-State Research and Extension is an equal opportunity provider and employer.