

# Checklist: Affirmative Action

1. Is a 4-H Expansion and Review Committee established?

Does the committee have an appropriate link to the county advisory committee?

Is membership 2/3 adult and 1/3 youth?

Is membership in balance with minority representation as identified with the school census?

Does membership represent a balance in geographic representation?

Has rotation of membership been established?

2. Does the committee meet a minimum of two times per year?

Are reports/minutes shared with the 4-H Advisory Committee?

Are reports/minutes placed in the county Affirmative Action file?

Are reports/minutes shared with the associate director for county program and the state 4-H leader?

Does the committee help to establish a long-range plan and review progress toward previous goals?

Does the committee annually review ES/237 data and progress toward a balanced program?

3. Are community boundaries delineated?

Are community boundaries and existing clubs indicated on a map in the county office?

Are procedures indicated to secure volunteer leaders and members?

Are existing geographic units indicated to be in compliance or non-compliance?

4. Has a positive action plan been established?

Have long term goals been established?

Are there steps to meet non-discrimination requirements?

Are steps indicated to achieve interracial membership of 4-H units which serve interracial communities?

Are policies and procedures indicated to assure that membership of new 4-H units in interracial settings reflect interracial composition?

Are steps indicated to assure that youth in all local areas have full opportunity to participate in 4-H and youth programs?

5. Does the 4-H Advisory Committee have balance based on:

Geographic representation?

Ethnic representation?

Gender?

Program Curriculum?

6. Does the county program (members and leaders) have balance based on:

Geographic area?

Rural/urban residency (where appropriate)?

Gender?

Racial demographics?

Program offerings?

7. Does the Affirmative Action file contain:

Evidence of updated materials to reflect "all reasonable effort?"

Membership of the Expansion and Review Committee?

Minutes of all Expansion and Review committee meetings:

Long-range plans for meeting Affirmative Action guidelines?