



Cooperative Extension

Annual Desk Audit

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

Signed: _____ CED Date: _____

Annual Desk Audit Due!

February 1

Mail to:

**Dr. James A. Christenson, Director
University of Arizona
Cooperative Extension
Forbes 301 / PO Box 210036
Tucson AZ 85721-0036**

Issued in furtherance of Cooperative Extension work, acts of May 8 and June 30, 1914, in cooperation with the U.S. Department of Agriculture, James A. Christenson, Director, Cooperative Extension, College of Agriculture & Life Sciences, The University of Arizona. The University of Arizona is an equal opportunity, affirmative action institution. The University does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, veteran status, or sexual orientation in its programs and activities.

Annual Affirmative Action/Civil Rights Report

Directions: Check the boxes that are relevant. If answer is “Yes,” please provide date. Provide documents in central AA file as noted.

GOAL I. ENSURE PARTICIPATION OF PEOPLE OF UNDER REPRESENTED GROUPS.

- Objective 1. Ensure that committees and boards are representative of the demographics of the clientele and county.
- Objective 2. Ensure that committees and boards are informed of the University of Arizona Cooperative Extension affirmative action policies.
- Objective 3. Ensure participation/enrollment of under represented individuals or groups across all program areas.
- Objective 4. Develop, modify, and provide program materials for under represented groups.
- Objective 5. Ensure accessibility to all clientele.

- Reviewed board and committee make-up for minority and gender representation. Committees should be representative of the county and include gender, racial, economic and geographic diversity.

- Outreach efforts for the year - **ON FILE**
 - specific contacts with under represented groups or individuals for board membership and program advisory committee.
 - change of meeting location for inclusion of under represented board members and advisory committee
 - contacts with minority community groups and individuals for potential membership through radio stations, organizations, newspapers and follow-up letters

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. If yes, enter date)

	<u>Date</u>	
a. role of committee	YES _____	NO _____
b. affirmative action	YES _____	NO _____
- review census data		
- review affirmative action responsibilities		
c. orientation for new board members	YES _____	NO _____
d. signed nondiscrimination statement by board chair	YES _____	NO _____

Agriculture & 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. If yes, please enter date.)

Date

- a. role of committee YES _____ NO _____
- b. affirmative action YES _____ NO _____
 - review census data
 - review affirmative action responsibilities
- c. orientation for new committee members YES _____ NO _____

Family, Consumer & Nutritional 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. If yes, please enter date.)

Date

- a. role of committee YES _____ NO _____
- b. affirmative action YES _____ NO _____
 - review census data
 - review affirmative action responsibilities
- c. orientation for new committee members YES _____ NO _____

4-H Youth 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. If yes, please enter date.)

Date

- a. role of committee YES _____ NO _____
- b. affirmative action YES _____ NO _____
 - review census data
 - review affirmative action responsibilities
- c. orientation for new committee members YES _____ 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:

- Marketing techniques to reach under represented audience - **ON FILE**
- Personal letters or visits to minority clientele or community leader to inform of programs **ON FILE**
- Group Serving One Race form (AAP-2) for each club not in parity **ON FILE**
- Recruitment of individuals from under represented groups as extension volunteers and leaders in all program areas (not boards/committees)
ON FILE - list of efforts and plans targeted to future efforts
- Development/modification/utilization of program materials targeted to specific under represented audience (EX: translated flyers, publications, signs)
ON FILE - documents that illustrate efforts and plans targeted to future efforts
- Specific efforts to ensure access for programs and services for disabled or handicapped individuals - Examples **ON FILE**
- Meeting location sites selected to reach under represented audience - Examples **ON FILE**
- Add under represented agency groups to program announcement mailing list recipients where appropriate - **ON FILE** - list
- Other:

GOAL II. EDUCATE AND INVOLVE FACULTY, STAFF AND ADMINISTRATORS IN CIVIL RIGHTS PROGRAM PLANNING

Objective 1: Provide training and development opportunities.

- Review Plan of Work specific to civil rights efforts
- Civil rights training/awareness by faculty and staff - **ON FILE**
- Discussed civil rights efforts at office meetings - **ON FILE**
- Update mailing list to include tracking of civil rights information and date of last update for each mailing - **ON FILE**
- Other:

GOAL III. ADVISE ALL POTENTIAL RECIPIENTS OF PROGRAM AVAILABILITY AND UNIVERSITY OF ARIZONA COOPERATIVE EXTENSION'S POLICY OF EQUAL ACCESS

Objective 1. Inform cooperating groups of extension's nondiscriminatory mandate

- AAP-4 nondiscrimination statement received from local organizations - **ON FILE**
- Other:

Objective 2. Convey a message of equal opportunity in materials released to the public

- And Justice For All* posters taken to large meeting sites
- Review announcements, brochures, fliers, posters, and PR materials (e.g., displays, PowerPoint presentations, slide sets, overheads) for correct Affirmative Action statements - Samples **ON FILE**
- Review press release 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 U of A Cooperative Extension Affirmative Action Plan except those items listed below along with proposed actions for the coming year.

County Extension Director

Date

Items of non-compliance
(All items checked no or items not available for file)

Proposed corrective actions

Best Practices

List below several noteworthy accomplishments of your county's diversity efforts.