

Note: **Forms CR10 and CR 11** are found at the end of this document.

Certification of EEO/Civil Rights Compliance of Purdue Extension Collaborators and Partners

Background

The United State congress has enacted legislation that seeks to prevent discrimination in our society, whenever possible. For Extension organizations, the major areas impacted by these laws are employment and program delivery.

Purdue University views, evaluates, and treats all persons in any University related activity or circumstance in which they may be involved, solely as individuals on the basis of their own personal abilities, qualifications, and other relevant characteristics. Purdue University promulgates policies and programs to ensure that all persons have equal access to its employment opportunities and activities. Purdue Extension does not condone and will not tolerate discrimination against any individual on the basis of race, color, sex, religion, national origin, age, marital status, parental status, sexual orientation, or disability.

Civil Rights nondiscrimination statements should be signed with partners and collaborating agencies and groups indicating that they will abide by federal, state, and local laws that prohibit discrimination based on race, color, sex, religion, national origin, age, marital status, parental status, sexual orientation, or disability as written in the provisions of Title VI and VII of the Civil rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 605 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. Sexual orientation is not a federally protected class but is included in the Purdue University nondiscrimination policy and therefore is applicable to Purdue Extension. This means that any programs, seminars, training, and grants written are open to all people.

Partnering organizations do not have to agree with every dimension of our Affirmative Action stance ... but they **MUST** abide by our Institutional EEO statement in the context of our relationship.

Partners

We have two types of partners: Those with which we have a longer term relationship - generally meaning more than a single event; and, those with which we collaborate on a single effort.

All partnering groups that have an ongoing relationship with Purdue Extension must have a signed form on file. The general public often views these groups as closely aligned with Purdue Extension. If they expect to have this continuing relationship with Purdue Extension they must provide documentation of their compliance.

A second form is provided for those partners for single efforts. Again, the expectation is that they abide by our EEO guidelines within the context of our relationship.

Details

Think about how you will approach your collaborating partners when asking for confirmation that they are also open to all and do not discriminate. We are NOT trying to dictate how they operate. Our main objective is to provide documentation that Purdue Extension does not discriminate and that we tell our partners that we don't discriminate when we partner with them. A large part of documenting that this happens is to get statements from our partners indicating that they also do not discriminate.

We are responsible for educating our groups such as Extension Boards, 4-H Associations and others regarding our Civil Rights roles and responsibilities. It is important that they understand that asking our partners to provide non-discrimination affirmation serves two purposes. It is one way that we can inform them that we don't discriminate ... and secondly it helps them understand that those entities that we work closely with need to be inclusive and not discriminate as well.

This fall we are approaching some of our state boards asking for the signed statement. The IEHA State Board signed the statement last April. The target date to have these signed statements in our county office Civil Rights file is **March 15, 2007**. We will let you know as we get signed statements from other state boards. In the meantime we suggest that you sit down as a county staff and determine who you need statements from and how you plan to obtain them.

Remember, it is important *how* we carry the message.

Questions/Answers ...

Also, how do we clarify when a fair organization is under our domain?

- A fair organization such as a stock holder fair or a fair run by the Lion's Club where 4-H is considered a "guest" and is not involved with running the whole fair is one that is NOT under our domain.
- Those fairs... i.e. 4-H Fair where Extension is heavily involved in the running of the entire fair would be under our domain.
- It may not be clear-cut. If you have questions talk to your District Director or Renee McKee to help you determine if you would need to approach the board.

Private Organization / Collaborating Agency Civil Rights Non-Discrimination Form

To be used with organizations, agencies, etc. with whom we have an *on-going* relationship.

YES – Use the Form

- Producer Groups ...
 - Beef
 - Pork
 - Dairy
 - Soybean
- Fair Associations (if NOT under our domain)
- Extension Homemaker Organization
- Master Gardener Organization
-
-
-
-

NO – They are already covered

- Government Agencies
- Schools
- Extension Groups
 - Extension Board
 - 4-H Councils
 - 4-H Fairboards (under our domain)
- SWCD
- Federal Agencies
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Program Civil Rights Non-Discrimination Form

To be used for Major Programs conducted in collaboration with agencies, groups or organizations where an ongoing relationship with Purdue Extension does NOT exist.

YES - When you need to have a signed form

- If “Purdue Extension” is in the program advertisement
- If Purdue Extension has a contract or grant with them
- If it is a coalition or collaboration for a single event where Purdue Extension is listed as a sponsor, etc.
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NO – You don’t need to have a signed form

- If you are a guest speaker
- If Purdue Extension is not listed as a sponsor or collaborator
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Purdue University Extension Service

PRIVATE ORGANIZATION / COLLABORATING AGENCY CIVIL RIGHTS NON-DISCRIMINATION FORM

The following private organization/collaborating agency with the Purdue Extension Service in _____ County attests that its programs, facilities, and employment are accessible to all individuals in compliance with Federal, State, and University Civil Rights laws, statutes, and policies.

Name of Private Organization / Collaborating Agency

Signature _____
Agency Representative

Date _____

Signature _____
Extension Representative

Date _____

It is the policy of the Purdue University Cooperative Extension Service that all persons have equal opportunity and access to its educational programs, services, activities, and facilities without regard to race, religion, color, sex, age, national origin or ancestry, marital status, parental status, sexual orientation, disability or status as a veteran. Purdue University is an Affirmative Action institution.

The Purdue Cooperative Extension Service must adhere to all federal regulations for Equal Employment Opportunity as specified in Title 7; Subtitle A, Part 18 of the federal law. This is recorded in the Federal Register, Volume 33, Number 169, Thursday, August 29, 1968. The Indiana EEO/AAP program was accepted and approved by Secretary Butz on June 6, 1972 and is periodically revised.

Inquiries regarding compliance may be directed to Mike Manning, Assistant Director-Staff Development, Purdue University Cooperative Extension Service, 615 W State St. West Lafayette, IN 47907, 765-496-6515, mmanning@purdue.edu

Purdue Extension

PROGRAM CIVIL RIGHTS NON-DISCRIMINATION FORM

The following Program of the Purdue Extension Service in collaboration with _____ (agency or organization) in _____ County is accessible to all individuals in compliance with Federal, State, and University Civil Rights laws, statutes, and policies.

Name of Program

Signature _____
Extension Representative

Date _____

Signature _____
Agency or Organization Representative

Date _____

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Form to be used for Major Programs conducted in collaboration with agencies, groups or organizations where an ongoing relationship with Purdue Extension does not exist.



To Our Friends and Cooperators:

As a recipient of federal funds from the United States Department of Agriculture, Purdue University Extension is mandated by federal and state government to ensure that its educational programs and services are accessible for the benefit of all persons who may wish to participate. Title VI of the Civil Rights Act of 1964; Title IX of the Education Amendment of 1972; and more recently, The Americans With Disabilities Act of 1990 (ADA), require that educational programs be offered on a nondiscriminatory basis.

In our efforts to update our records and demonstrate our compliance in providing our services to all, our Civil Rights Performance Plan for Purdue Extension requires that we periodically receive a written statement from each organization with whom we assist or conduct educational programs affirming that it also follows nondiscriminatory practices as provided by law in the context of their relationship with Purdue Extension.

Your cooperation in signing the statement on the enclosed form reaffirming your practice of nondiscrimination will be deeply appreciated.

For your information, the complete affirmative action statement of Purdue Extension is detailed at the bottom this letter.

Thank you for your continued support of Purdue Extension's equal opportunity and nondiscrimination program objectives as we work together on educational programs of interest and benefit to all residents in Indiana.

Sincerely,

County Extension Director

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