

# Civil Rights: Summary Points

The Purdue Cooperative Extension Service, compliance with civil rights laws in the area of educational programs includes the following activities:

- Making all reasonable effort to **REACH OUT** to underrepresented groups.
- **MOVING TOWARD PARITY** - the point at which program participation by underrepresented group members – ethnic minorities and women/men reflects their proportionate representation in the population of potential recipients.
- **TARGETING** specific communities, based on program goals.
- **NETWORKING** with organizations and agencies that help us reach people of underrepresented groups.
- **SEEKING INPUT** from advisory groups, collaborators and partners.
- **DOCUMENTING** our work by:
  - Developing action plans for reaching targeted audiences.
  - Keeping notes about visits with special contacts.
  - Recording racial/ethnic information on mailing lists.
  - Including nondiscrimination and ADA accommodations statements on publications and news releases.
  - Collecting information about the nondiscrimination policies of advisory and collaborating organizations and agencies.
  - Using standard letters to inform advisory and collaborating organizations of Purdue's nondiscrimination policies.
  - Keeping informed of the public complaint process and documenting all complaints.
  - Annually recording potential audience, actual participants, and demographics data for targeted programs efforts.
  - Annually writing narratives about progress with compliance activities and movement toward parity in our reporting system and the Annual Civil Rights Compliance Report.
  - Keeping up-to-date civil rights files.