

Virginia Cooperative Extension

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Civil Rights Compliance of VCE Volunteer Organizations and Clubs

This form is to be completed by all VCE volunteer organizations or clubs in October of each year and submitted to the appropriate local or state Extension Office.

Year of report: October 1, 2____, to September 30, 2____.

VCE Club or Organization Name: _____

VCE Club or Organization's Leader's Name: _____

Address: _____

Phone: _____ Email: _____

Number of Members by Race: _____ American Indian or Alaskan Native; _____ Asian; _____ Black or African American
 _____ Hispanic or Latino; _____ Native Hawaiian or Pacific Islander; _____ White.

Number of Members by Gender: _____ Female _____ Male

During this past year, this club or organization had balanced membership that was integrated by race and gender (refer to the definition of balanced membership below).

By Race: Yes No By Gender: Yes No

Balanced membership is met when the racial and gender composition of the club or organization is exactly proportional to that of the population of the membership area. Even if a VCE club or organization does not have balanced membership for a majority of those underrepresented group categories present in the membership area, the program can be deemed to be in compliance if the club or organization leaders, in collaboration with the appropriate Extension professional, can demonstrate that "all reasonable efforts" have been made to achieve balanced membership within the group. Examples of "all reasonable efforts" are listed below.

IF NOT IN COMPLIANCE, use the table below to document what reasonable efforts your club or organization utilized this past year to comply. You should also note what efforts you plan to use this next year. Check those items that apply.

(Documentation of past efforts should be on file in the Virginia Cooperative Extension office where this club or organization is based.)

Past Year	Reasonable Efforts	Next Year
	Invite members of under-represented groups to join the club or organization by personal visit.	
	Invite members of under-represented groups to join the club or organization by letter/email.	
	Invite members of under-represented groups to join the club or organization by telephone.	
	Make use of mass media, including radio, newspaper, and TV.	
	Distribute newsletters, posters, flyers, and announcements to recruit under-represented clientele.	
	Contact community groups to recruit under-represented clientele.	
	Conduct a membership drive or promotion to reach under-represented clientele.	
	Make special efforts to recruit volunteers from under-represented clientele groups.	
	Plan and implement joint activities to create integrated programs.	
	Utilize meeting places selected to encourage participation by under-represented clientele.	

Check this space ___ if other efforts that have been taken by this club or organization in order to be in compliance with Civil Rights laws are listed on the back of this form.

Date Submitted

Signature of the VCE Club or Organization Leader

Date Reviewed

Signature of responsible VCE Extension Staff Member



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Produced by Communications and Marketing, College of Agriculture and Life Sciences,
 Virginia Polytechnic Institute and State University

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VIRGINIA STATE UNIVERSITY