

Annual Volunteer Training Module

Civil Rights Responsibilities of Extension Volunteers

Last updated
August 2022

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Cooperative Extension Service (CES)
&
Alaska Agricultural and Forestry
Experiment Station (AFES)



Learning Objectives

1. Understand the basis for civil rights responsibilities
2. Learn key terms and concepts
3. Understand your responsibilities as an Extension volunteer



Legal Basis

Treating people well is the right thing to do!



How we put that into practice can vary, so we want to make sure you understand the federally mandated side of civil rights, too.

Title VI Civil Rights Act of 1964

“ no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving federal financial assistance.”



Our Programs are Federally Supported

Many of our Extension programs and research projects rely on funding from the National Institute of Food and Agriculture (NIFA).

We receive federal financial assistance.



That means we (including employees and volunteers) are required to abide by federal laws regarding civil rights.

Other Important Civil Rights Laws

A. Title VII Civil Rights Act of 1964
Prohibits discrimination in employment

B. Age Discrimination Act of 1975
Prohibits discrimination based on age, with caveats for requirements like driver licensing

C. Title IX of the Education Amendments of 1972
Prohibits discrimination based on gender

E. Americans with Disabilities Act of 1990
Prohibits discrimination based on disability status

F. Executive Order 13166 from 2000
Improves access to services for persons with Limited English Proficiency (LEP)



Being inclusive is a value and a strategic initiative of the UAF community.

In addition to the basic protections afforded under federal law, UAF also lists additional categories that are to be protected from discrimination.

All categories are listed on the next slide.

University of Alaska Notice of Nondiscrimination (Board of Regents Policy and Regulation 01.02.020)

The University of Alaska does not discriminate on the basis of race, religion, color, national origin, citizenship, age, sex, physical or mental disability, status as a protected veteran, marital status, changes in marital status, pregnancy, childbirth or related medical conditions, parenthood, sexual orientation, gender identity, political affiliation or belief, genetic information, or other legally protected status.

Extension and AFES Civil Rights Goals



Promote nondiscrimination
and value differences



Expand access to
educational programs to
underrepresented groups

Who is Responsible for Equity?

Everyone in 4-H!

- Program and administrative staff
- 4-H agents, faculty and staff
- 4-H volunteers and groups
- UAF researchers
- UAF administrators



Volunteer Enrollment Agreement

When enrolling as a 4-H volunteer, you acknowledge and agree to abide by UAF's stance of nondiscrimination.

Our programs are open to people of all abilities and backgrounds.

Alaska 4-H Volunteer Service Application

The University of Alaska is an affirmative action/equal opportunity employer and an educational institution and prohibits illegal discrimination against any individual.

www.alaska.edu/titleIX/compliance/nondiscrimination

Naturally Inspiring.





hello!

Shalom!

hola!

salut!

welkom!

namaste!

bienvenidos!

ciao!

Limited English Proficiency (LEP)

Have you been made aware of a language barrier in 4-H?

Tell someone at UAF!

We can arrange translation or interpretation services so LEP participants can have meaningful access to your club activities.

Please notify your advising faculty or program assistant immediately if someone expresses a need for language assistance.

Terms and Concepts

Equal Opportunity

A situation in which people have the same opportunities in life as other people, without being treated in an unfair way because of any personal characteristics such as race, age, gender, religion, etc.

Potential Audience

Who are the eligible youth in your geographic area? Your clubs should reflect the diversity of the villages, towns, cities, etc., your 4-H district serves.



Persons or groups ...

in a defined geographic area.

All Reasonable Efforts



If a club's members are of all one race or ethnicity and it operates in a multicultural area, it is "non-integrated" and you must document "all reasonable efforts" (ARE) to recruit members from other groups.

Work with your local agent or program assistant to advertise camps, clubs and other youth opportunities to a wide audience.

Document your use of mass media, social media and other outlets. Keep copies of invitations like letters and emails you send to tribal and other community leaders.

Parity or “Balanced Participation”

When the participation of individuals of minority groups reflects the same proportion as in the general population ...

Formula to Calculate Parity:

$$\frac{\% \text{ minority group in your program}}{\% \text{ minority group in the population}} \times 100$$

Example:

Your 4-H program has 10% Hispanic participants.
Your community, borough or district has 20% Hispanic population.

Your program is at 50% of parity.
(10% / 20%) X 100 = 50%

Civil Rights Compliance of Volunteer Organizations & Clubs

- A. 4-H may contact you to check parity status of groups
- B. Please share documentation of All Reasonable Efforts
- C. Paid faculty/staff will assist volunteers with the records
- D. Data used for comparisons may include:
 - Census Data: <https://www.census.gov/>
 - Kids Count: <https://datacenter.kidscount.org/>
 - Volunteer and employee knowledge of area

Nondiscrimination (indicia) Statements

1. Indicates to or notifies the public that Extension is open to all
2. Use on all documents targeted to public
3. Work with a 4-H employee to ensure flyers, brochures etc. are compliant (number of pages matters)
4. Indicia statements should be included in same font size as main text



Indicia statement examples

Affirmative Action/Equal Opportunity:

UA is an Affirmative Action/Equal Opportunity employer, educational institution and provider and prohibits illegal discrimination against any individual: www.alaska.edu/nondiscrimination. Language access services, such as interpretation or translation of vital information, will be provided free of charge to limited English proficient individuals upon request.

ADA statement for all Extension events and programs

Accommodation requests related to a disability should be made one week in advance to [office or agent] at [phone number and email].

Complaints: How do I handle them?

1. Take complaints seriously. Do not make comments, just gather details
2. Keep the complaint details confidential
3. Use complaint contact card on IANRE website



The card contains contact information for:

- Extension/AFES Director
- UAF Department of Equity & Compliance
- United States Department of Agriculture

Find it here: www.uaf.edu/ces/about/civil-rights

Review

It's part of who we are:

1. Federal civil rights laws form the basis for Extension's civil rights responsibilities
2. All paid and unpaid Extension staff have civil rights responsibilities
3. UAF, Extension and AFES all consider inclusion and appreciation of differences as core values
4. Our groups, programs and services are nondiscriminatory - all are welcome!



It's part of what we do:

1. Volunteers should contact UAF immediately after learning about a discrimination complaint or language access barrier
(see separate Title IX training for those reporting obligations)
2. Volunteers should work with agents to determine whether UAF Extension clubs and groups are in parity
3. Volunteers should use and document All Reasonable Efforts (ARE) to recruit new members and fellow volunteers
4. Volunteers creating flyers and other public documents should ensure nondiscrimination statements are on such documents

Check your understanding

1. Which U.S. law cites national origin as a protected class?

- A. Copyright Act of 1790
- B. Americans with Disabilities Act of 1990
- C. Title VI of the Civil Rights Act of 1964
- D. Title IX of the Ed Amendments of 1972

2. What does “ARE” stand for in the civil rights context?

- A. Accommodation required everywhere
- B. All reasonable efforts
- C. Any reasonable education
- D. None of the above

3. Indicia statements are needed:

- A. on all public facing documents
- B. on printed party invitations
- C. only on official letterhead
- D. only on electronic publications

4. Use this contact info for complaints:

- A. The email for Workplace Alaska
- B. The phone # for the chancellor
- C. The URL for the Dept. of Justice
- D. IANRE’s complaint contact card

Thank you for your time!

You've viewed the module on
Civil Rights Responsibilities of UAF
Extension Volunteers

Please Click Below to Complete a 4 Question Quiz and Check Your Understanding.

[CIVIL RIGHTS QUIZ: Must Receive 4/4 and Email Quiz Results](#)



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UAF UNIVERSITY OF
ALASKA
FAIRBANKS