Re: Required civil rights indicia statements  Last updated 8/14/2020

**Nondiscrimination**

Nondiscrimination statements notify the public that the UAF Cooperative Extension Service is open to all people of all abilities. We are required to apply our nondiscrimination language to publications, announcements, newsletters, news releases, letterhead documents, etc. Please use this statement for essentially any documents targeted to the public, or "externally distributed documents."

This requirement to use the indicia statements applies to all Extension faculty, staff and volunteers. There are two distinct civil rights indicia statements. The first is called the Equal Employment Opportunity /Affirmative Action and nondiscrimination statement, shown here:

UA is an AA/EO employer and educational institution and prohibits illegal discrimination against any individual: www.alaska.edu/nondiscrimination.

**ADA statements**

The second indicia statement is the ADA statement, which is used in all methods of promotion of Extension programs and events:

Accommodation requests related to a disability should be made five business days in advance to (office or agent) at phone number, and email.

A different version of the ADA indicia should be used on materials that advertise Extension services, including brochures and displays. Include contact information for the person managing the service. For example, a person seeking help for SNAP-Ed’s services would contact the SNAP-Ed coordinator and individuals who need help ordering publications may call the toll-free line at 877-520-5211.

The following is required indicia for services:

If you have a disability and desire assistance or accommodation, please notify (name, office) at (phone number).

Thank you for your assistance in informing our stakeholders that our programs are open to all.

Dr. Alda Norris

Evaluation Specialist and Civil Rights Compliance Coordinator