

Civil Rights Basics:

4-H Expansion & Review Committee

Overview

Each county is required to have a 4-H Expansion and Review Committee. This committee should have minority representation, be geographically representative, and approximately one third of membership required to be youth. It should have a linkage with the overall 4-H Advisory Committee.

Its function is to monitor and review the status of Civil Rights compliance with regard to the 4-H program, delineate club geographic boundaries, and identify opportunities to expand program to reach more minorities and disadvantaged youth.

It may be organized as a subcommittee of the overall 4-H Advisory Committee, or overall committee may perform the expansion and review function, but in doing so must meet the conditions cited above for the Expansion and Review Committee.

Expansion and review function should be carried out at least annually and recorded in the minutes of the committee meeting. Copies of these minutes should go in the Civil Rights file, as well as being given to the County and District Extension Director.

Guidelines

- Must be geographically representative from throughout the county
- Must be racially and gender representative
- Must include 1/3 young people
- Separate meeting time and listing, recommended minimum of once a year, most likely immediately after the opening of the 4-H year.
- Minutes reflect a close examination of 4-H participation by geographic area, gender, and racial makeup. Maintain minutes
- Reviews a map and the geographic boundaries for EACH club
- Examines racial make up of clubs to be sure that 80% of membership comes from within the club boundary lines. Ask the question does the club make up the same racial ratio as geographic area. (In essence, looks at the potential makeup of the club). Club needs to be in parity which is plus or minus 4% of the potential audience.
- All Reasonable Efforts (all 3 avenues) must be taken for clubs out of compliance.

Is there a 4-H Expansion and Review Committee?

If YES:

1. Is the membership geographically representative
2. Are there minority members?
3. Is the membership at least one-third youth?
4. Does the committee meet at least once annually?
5. Are there minutes of committee meetings?
6. Do the minutes reflect discussion of the status of the 4-H program in reaching minority youth, and if not in parity, the expansion of the program to involve a greater number of minority youth?

If NO:

1. Does the 4-H advisory committee perform the Expansion and Review function?
2. Does it meet the criteria indicated above for membership and discussion of Civil Rights concerns?

4-H Council

1. Is there a 4-H council?
2. If yes, does it have minority membership?
3. Are there written by-laws or operational guidelines?
4. If yes, do they specify that the 4-H Council is open to youth regardless of race, creed, color, national origin, or gender?

HCE Program

1. Are there written by-laws or operational guidelines for the HCE program?
2. If yes, do they specify that the HCE organization is open to all person regardless of race, creed, color, national origin, or gender?