

Civil Rights/EEO Report Instructions
Due Date: April 4, 2022

Reports of Accomplishment are done and now it is time to look back to see if we were able to successfully accomplish our Civil Rights/EEO responsibilities. During each January and February, we strongly encourage county faculty to devote a portion of your regular faculty and staff meetings to a review of the following information and the completion of the required reports. By including this in your staff meetings, you will accomplish several things - sharing the responsibility, discussing appropriate actions to take relative to Civil Rights /EEO, and completing your tasks necessary for the Civil Rights/EEO reports.

At the end of each program year, the Florida Cooperative Extension Service is required to submit a report concerning Extension faculty compliance with the standards contained in the Florida Extension Service Civil Rights/EEO Plan. Take the time to review the new method (replacing the former Affirmative Action Summary Worksheet) being used to record your compliance with Civil Rights [[link to guidelines for Civil Rights Compliance-annual review](#)].

In preparing this report, please keep in mind, **the information should reflect achievements toward securing minority participation for Program Year 2021 (January 1, 2021, through December 31, 2021)**. Hopefully, you will find the form clear and simple to complete. However, your county situation may require some specific information, please contact your District Extension Director if you have problems.

Please add in the column Yearly Compliance Check either completed, in progress, or not available to each of the folder categories. The **completed report is to be sent to your District Extension Director's Office as an attached file** in one email to your DED. The report should be in no later than **April 4, 2022**.

As the report is discussed and completed, the faculty and staff should take a critical look at where the county is in terms of involving a representative cross-section of residents in Extension programs. You should be able to see and document results from your efforts; if you don't, new strategies need to be tried. These need to be discussed at a regular county faculty meeting.

The bottom line is that through ongoing efforts in all programs and **"All Reasonable Efforts"** (our efforts specifically designed to increase minority participation in 4-H Clubs and the Florida Association of Home and Community Educators) minority participation in Extension programs should approximate the minority population in your county. If needed, now is the time to plan an **"All Reasonable Efforts"** campaign to include mass media, personal letters, and personal visits to increase minority participation in organized clubs. Thank you.