Appendix H – Internal Review Form

COUNTY CIVIL RIGHTS REPORT – For Internal Audit Purposes

Date:______________   COUNTY ______________________________

AREA - EQUAL OPPORTUNITY EMPLOYMENT

TRAINING OPPORTUNITIES
Number of staff utilizing course fee -waiver ______
Number of courses taken under fee waiver ______

List other in-service training opportunities that staff has participated in outside of formal courses.

AREA - PROGRAM DELIVERY
Describe efforts to modify educational programs and related activities to meet the needs and interests of under-represented groups in your county. Include the methods utilized to remove barriers from program participation including limited English speaking audiences.

County Extension Advisory Council
Race of Participants: White _____ Black ____ Hispanic _____ Asian _____ American Indian _____
Gender of participants: Male ___ Female ___
Dates of committee meetings during the last year.
Review of bylaws shows commitment to EEO/AA areas

Other Advisory Councils/Boards
Race of Participants: White _____ Black ____ Hispanic _____ Asian _____ American Indian _____
Gender of participants: Male ____ Female ___
Dates of committee meetings during the last year.
Review of bylaws shows commitment to EEO/AA areas

Expansion and Review Committee
Race of participants White _____ Black ____ Hispanic _____ Asian _____ American Indian _____
Gender of participants: Male ____ Female ___
Number of Adults: ______ youth: ______
Dates of committee meetings during the past year.
List annual goals of the 4-H Expansion and Review Committee and progress toward meeting those goals:
Other relevant committees:
Gender of participants: Male ____ Female ____
Number of Adults: ____ youth: _______
Dates of committee meetings during the past year.

AREA - PUBLIC NOTIFICATION
"And Justice for All" posters are displayed at the following locations in the county:

List public notification efforts utilized in your county

Media release files have been reviewed to ensure they contain non-discrimination clauses. Date of review:

AREA: ACCESSIBILITY FOR THE DISABLED
A facility assessment has been conducted to determine accessibility for individuals with disabilities. This includes facility and equipment that reduce barriers to participation
Yes ________ No ________
If no, what plans have been made for assessment.

What steps have been taken to ensure promotional materials and registrations inform participants of accessibility?

AREA - CIVIL RIGHTS TRAINING
All staff have received civil rights training? Yes ________ No ________
If no, what plans have been made for training?

Staff meeting minute dates when Civil Right information has been provided.
Civil Right Training has been conducted for the following county groups during the past year:

Staff Civil rights files have been reviewed on the following dates:
County Civil Rights files have been reviewed on the following date(s):

Additional Comments/Narrative/Success Stories: