

**COUNTY CIVIL RIGHTS ANNUAL AUDIT  
CHECKLIST**

**200\_\_**

**To be completed during September each year.**

The following items have been reviewed for civil rights compliance and affirmative action efforts. A record of relevant activities initiated and/or completed during the past year is included in the annual report.

<b>Action or Activity</b>	<b>County Staff Person(s) Responsible</b>
1. Mailing lists used for newsletters, program announcements, etc., include diversity (note any changes made to increase diversity).	_____ _____ _____
2. ". . .And Justice for All" and the NDSU equal opportunity and sexual harassment posters are displayed appropriately.	_____
3. Periodic notices in program announcements and news columns note equal opportunity policy and commitment to making reasonable accommodation for those with disabilities (keep copies).	_____ _____ _____
4. Advisory council membership reflects the diversity of the county, including youth (note any changes made and efforts to increase diversity).	_____
5. County staff members make efforts to identify and reach new and more diverse audiences.	_____ _____
6. County staff members participate in in-service or other staff development activities related to increasing diversity and civil rights issues (attach list).	_____ _____ _____
7. County staff assures nondiscrimination status of organizations receiving substantial assistance from Extension (4-H groups, Family Community Educators [formerly Homemakers], Crop Improvement Association and so on).	_____ _____ _____

\_\_\_\_\_

signature, county chair

\_\_\_\_\_

date

*This checklist should be maintained in the county files along with relevant documentation.*

