

MAR 07 1994

MICHIGAN STATE  
UNIVERSITY  
EXTENSION

12.751

March 1, 1994

TO: County Extension Directors  
FROM: Gail L. Imig *Gail L. Imig*  
Director of Extension  
RE: CIVIL RIGHTS: WORKING WITH ORGANIZATIONS

As you know MSU Extension staff cannot work with organizations, groups, companies or businesses that practice discrimination. It is the responsibility of all Extension staff to determine if an organization, etc. operates under discriminatory policies or practices. Further, this determination must be documented and be on file in the county Extension office. We have had several inquiries from staff asking whether there is a standard certification form. Attached is a supply of suggested certification forms for staff to use in this regard.

Please bring this matter to the attention of your staff and file in the county office central civil rights file.

/brm

Enc

c: Associate Director  
Program Directors  
Regional Directors  
Support Team

File: Civil Rights File



**Office of the  
Director**

MSU Extension  
Agriculture Hall  
East Lansing, Michigan  
48824-1039  
517/355-2308  
FAX: 517/355-6473

University Extension  
and materials are open to  
all but regard to race, color,  
national origin, sex, handicap, age  
or religion.

Michigan State University, U.S.  
Department of Agriculture and  
Counties cooperating

MSU is an affirmative action  
equal opportunity institution

MICHIGAN STATE  
UNIVERSITY  
EXTENSION

TO: Michigan State University Extension

It is understood that Michigan State University Extension, under its Equal Employment Opportunity and Affirmative Action Programs approved by the United States Department of Agriculture, cannot work with or provide service to companies, businesses, organizations or groups that operate under discriminatory policies or practices. This is to certify that

\_\_\_\_\_  
(Name of Company, Business, Organization, Group)

does not discriminate in its employment, membership or delivery of services practices on the basis of race, color, national origin, sex, disability, age or religion.



Office of the  
Director

MSU Extension  
Agriculture Hall  
East Lansing, Michigan  
48824-1039  
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FAX: 517/355-6473

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

Michigan State University Extension  
Materials are open to  
all persons without regard to race, color,  
national origin, sex, handicap, age  
or religion.

Michigan State University, U.S.  
Department of Agriculture and  
Foreign Countries cooperating

MSU is an affirmative action  
equal opportunity institution

Revised 3/1/94

TO: MSU Extension Service

It is understood that the MSU Extension Service, under its Equal Employment Opportunity and Affirmative Action Programs approved by the United States Department of Agriculture, cannot work with or provide service to companies, organizations or groups that operate under discriminatory policies or practices. This is to certify that

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(Name of Company, Business, Organization or Group)

does not discriminate in its employment, membership or delivery of service practices on the basis of race, color, national origin, religion, sex, or disability.

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(Signature)

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(Title)

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(Date)

TO: Ottawa County Agents and District Agents  
FROM: Jerry Draheim, County Extension Director

Phone Numbers:  
Holland/Zeeland area: 392-3111  
Grand Rapids area: 459-2923  
Grand Haven area: 846-8250  
Fax Number: 846-0655

Please fill in the following blanks to be filed in file number 12.754 of the Civil Rights, Affirmative Action, Title IX and Equal Opportunity file.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Copies of my mailing lists in the area of \_\_\_\_\_ (program area) can be found \_\_\_\_\_

*Good examples*

Cooperative Extension Service programs are open to all without regard to race, color, national origin, sex or handicap.  
Michigan State University, U.S. Department of Agriculture and counties cooperate.  
MSU is an Affirmative Action/Equal Opportunity Institution.

TO: Ottawa County Agents and District Agents  
FROM: Jerry Draheim, County Extension Director  
DATE: April 14, 1992

Phone Numbers:  
Holland/Zeeland area: 392-3111  
Grand Rapids area: 459-2923  
Grand Haven area: 846-8250  
Fax Number: 846-0655

Please fill in the following blanks to be filed in file number 12.754 of the Civil Rights, Affirmative Action, Title IX and Equal Opportunity file.

Name: E Scott

Date: 12-14-92

Copies of news clippings, newsletters and other pieces of information that indicate my outreach efforts can be found \_\_\_\_\_

In the newsletter file or notebook in the 4H Secretary's office

*Copies to Agents  
4/14/93*

To: Ottawa County Agents and District Agents  
From: Jerry Draheim, County Extension Director

Please fill in the following blanks to be filed in file number 12.753 of the Civil Rights, Affirmative Action, Title IX and Equal Opportunity file.

Name \_\_\_\_\_

Date: \_\_\_\_\_

The selection guidelines, committee membership and meeting attendance for the following planning/advisory groups are stored \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Name of Committee/Advisory Group

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_
- 6. \_\_\_\_\_
- 7. \_\_\_\_\_
- 8. \_\_\_\_\_
- 9. \_\_\_\_\_
- 10. \_\_\_\_\_
- 11. \_\_\_\_\_
- 12. \_\_\_\_\_
- 13. \_\_\_\_\_
- 14. \_\_\_\_\_
- 16. \_\_\_\_\_

Phone Numbers:  
Holland/Zeeland area: 392-3111  
Grand Rapids area: 459-2923  
Grand Haven area: 846-8250  
Fax Number: 846-0655

TO: Kathy Staskiewicz, Extension Home Economist  
FROM: Jerry Draheim, County Extension Director

DATE: April 16, 1992

Please fill in the following blanks to be filed in file number 12.7590 of the Civil Rights, Affirmative Action, Title IX and Equal Opportunity file.

The Annual Affirmative Action Certification Agreement for County MAEH Organizations indicating that they are open to all is located \_\_\_\_\_

Sincerely,

Kathy Staskiewicz  
Extension Home Economist

Date: \_\_\_\_\_

*Good examples*

open to all without regard to race, color  
of Agriculture and counties cooperating  
unity institution

Phone Numbers:  
Holland/Zeeland area: 392-3111  
Grand Rapids area: 459-2923  
Grand Haven area: 846-8250  
Fax Number: 846-0655

TO: Liz Scott, Extension 4-H Youth Agent  
FROM: Jerry Draheim, County Extension Director

DATE: April 14, 1992

Please fill in the following blanks to be filed in file number 12.7590 of the Civil Rights, Affirmative Action, Title IX and Equal Opportunity file.

The Annual Certification of each Ottawa County 4-H Youth Club indicating that they are open to all is located \_\_\_\_\_

Sincerely,

Lizbeth Scott  
Extension 4-H Youth Agent

Date: \_\_\_\_\_

Phone Numbers:  
Holland/Zeeland area: 392-3111  
Grand Rapids area: 459-2923  
Grand Haven area: 846-8250  
Fax Number: 846-0655

TO: Ottawa County Agents and District Agents  
FROM: Jerry Draheim, County Extension Director  
DATE: April 14, 1992

Please fill in the following blanks to be filed in file number 12.759 of the Civil Rights, Affirmative Action, Title IX and Equal Opportunity file.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Copies of By-laws and/or Constitutions of various groups that I work with can be found \_\_\_\_\_  
\_\_\_\_\_

Cooperative Extension Service programs are open to all without regard to race, color, national origin, sex or handicap.  
Michigan State University, U.S. Department of Agriculture and counties cooperating  
MSU is an Affirmative Action/Equal Opportunity Institution

Phone Numbers:  
Holland/Zeeland area: 392-3111  
Grand Rapids area: 459-2923  
Grand Haven area: 846-8250  
Fax Number: 846-0655

TO: Ottawa County Agents and District Agents  
FROM: Jerry Draheim, County Extension Director  
DATE: April 14, 1992

Please fill in the following blanks to be filed in file number 12.758 of the Civil Rights, Affirmative Action, Title IX and Equal Opportunity file.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Copies of participants in my programs can be found \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I realize that such records must be kept for four years, or between each review.

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MICHIGAN STATE  
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TO: Michigan State University Extension

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\_\_\_\_\_  
(Name of Company, Business, Organization, Group)

does not discriminate in its employment, membership or delivery of services practices on the basis of race, color, national origin, sex, disability, age or religion.



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\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

M. State University Extension programs and materials are open to all without regard to race, color, national origin, sex, handicap, age or religion.

Michigan State University, U.S. Department of Agriculture and counties cooperating.

Revised 3/1/94