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File:
Programs: All Reasonable Efforts Documentation

Civil Rights The Affirmative Action Program K-State Research and Extension

ALL REASONABLE EFFORTS

The intent of the Civil Rights Act is that all people have the opportunity to participate in educational programs and employment opportunities in federally assisted programs.

The intent of the Civil Rights Act and the means for achieving that intent are consistent with the Extension philosophy that its programs are open to all persons and that those programs will be designed to best meet their needs.

A sincere effort must be made to encourage participation by minorities and to overcome barriers and concerns that might interfere. It is not enough to simply announce the program is open to all. An effort must be made to tailor the program to meet the needs and concerns of the target audience.

Examples of barriers to participation include means of publication, location of meetings, etc., not normally used by the target audience.

The minimum reasonable effort required by Extension staff include three steps:

1. Use of all available mass media, including websites, radio, newspaper, and television, to inform potential recipients of the program and of the opportunity to participate.
2. Personal letters addressed to defined potential recipients inviting them to participate, including dates and places of meetings or other planned activities.
3. Personal visits by the Extension staff member(s) to a representative number of defined potential recipients in the geographically defined area to encourage participation.

Documentation is needed that "All Reasonable Efforts" have been made. Copies of mass media releases and circular letters meet requirements for 1 and 2 above. Personal visits may be documented by making a record for filing of personal visits including visitor, dates, person reached, responses and other related information.

K-State, County Extension Councils and U.S. Department of Agriculture Cooperating.
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