

REGULATIONS OF THE
UNIVERSITY OF FLORIDA

6.021 Guidelines for Implementation of the Plan as Related to 4-H Clubs and Florida Association for Home and Community Education Clubs.

(1) Each County Extension faculty member responsible for the organization and operation of 4-H clubs and/or home and community education clubs shall comply with these guidelines for the implementation of the Affirmative Action Plan (AAP) of the Florida Cooperative Extension Service as it relates to the organization and operation of 4-H clubs and/or home and community education clubs in each county.

(2) The following definitions apply for these guidelines:

(a) Geographic Areas: The term "geographic areas" refers to those areas from which members of the County Extension Advisory Committees are drawn or selected. (Specifically, those are the areas from which members of the County Extension Family and Consumer Sciences Committee and County Extension 4-H Advisory Committee are selected.) These geographic areas are usually quite large and they may also be sometimes known as Affirmative Action Planning Districts. Usually (though not always) these geographic Planning Districts coincide with County Commissioner districts.

(b) Local Neighborhood and Community Boundaries: This is a term used in the Affirmative Action Plan to delineate those areas that have been (or may be in the future) identified by the County Extension faculty and Extension Advisory Committees as forming natural or logical community or neighborhood areas. For the purposes of this regulation they will be called "Community Areas". These boundaries may be based upon criteria such as recognized

neighborhoods, city blocks, housing complexes, apartment complexes, natural boundaries (e.g., rivers, highways, railroads or major streets), election precincts, or in some cases school districts. The only real tests to be applied to the development of these boundaries is that race, color or national origin may not be used as a determining factor. They must be logical boundaries and no "gerrymandering" can be involved.

(c) Club: This is the term used for 4-H clubs and/or home and community education clubs. Each club that serves a multi-racial Community Area (not to be confused with the County Geographic Areas) shall be integrated in proportion to the population mix in the Community Area served by the club.

(3) Guidelines for 4-H Clubs and Home and Community Education Clubs (old and new).

(a) Each club shall serve a definite Community Area that is clearly delineated on a map and the Community Area boundaries must be described in narrative form.

1. Clubs and boundaries must be approved (documented in minutes) by a properly structured functional extension Advisory Committee.

2. More than one (1) club may exist in the same Community Area when needed. Factors that influence the number of clubs needed in Community Area are the number of potential members, facilities, available leaders, etc.

(b) The racial composition (by number and percent) of each Community Area served by a club(s) shall be determined. This ratio shall be used to determine the needed percent of integration to be considered in full compliance with the Affirmative Action Plan goal if it is in an interracial community. Until this ratio is achieved, all reasonable effort shall continue to be implemented on an annual basis. If this ratio cannot be determined the population ratio of the

county shall be used. The source of such determination shall be documented, e.g.; census report, Extension Advisory Committee decision, etc.

(c) Single race clubs may be formed and/or maintained in a one-race Community Area provided that the overall intent of the Affirmative Action Plan is met on a county-wide basis.

(d) If a club(s) serves an interracial Community Area and the club(s) membership is made of one race, all reasonable efforts shall be exerted to integrate the club.

(e) The term "all reasonable effort" shall include all three (3) of the following:

1. Use of all available mass media, including radio, newspaper, and television to inform potential recipients of the programs and of the opportunity to participate.

2. Personal letters and circulars addressed to defined potential recipients inviting them to participate, including dates and places of meetings or other planned activities.

3. Personal contacts by the County Extension Faculty to a representative number of potential minority recipients in a manner best suited to seek their active participation in programs. Contacts shall be made through such channels as school, church, civic fraternal groups and personal visits with potential minority participants.

(f) A major thrust to exert all reasonable effort shall be conducted between September 1 and December 31 of each year. Certification to the Dean of Extension as to the status of each club shall be established by the Dean annually. Such certification shall be due in the Dean's office by the set date. All reasonable effort shall be documented for audit purposes in county Affirmative Action files.

(g) The County Extension Faculty shall comply with the intent of the AAP. Each club shall contain members in proportion to the population mix of the Community Area served by the club. Each county must show progress in the implementation of the provisions of the

Affirmative Action Plan, if it is not in full compliance. In cases where progress is not shown the Dean for Extension shall review each case and where necessary require discontinuance of educational programs.

Authority: BOG Regulation 1.001.

History--New 3-9-76, Formerly 6C1-6.21, Amended 6-28-98, 3-30-07, Formerly 6C1-6.021, Amended 2-16-17 (technical changes only).