

Annual Volunteer Training Module

Civil Rights Responsibilities of UAF Volunteers

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Cooperative Extension Service (CES)
&
Alaska Agricultural and Forestry
Experiment Station (AFES)



Learning Objectives

1. Understand the basis for civil rights responsibilities
2. Learn key terms and concepts
3. Understand your civil rights responsibilities as an volunteer



Legal Basis

Treating people well is the right thing to do!

How we put that into practice can vary, so we want to make sure you understand the federally mandated side of civil rights, too.



Title VI Civil Rights Act of 1964

“ no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving federal financial assistance.”



Our Programs are Federally Supported

Most of UAF's Cooperative Extension and Experiment Station programs and research projects rely on funding from the National Institute of Food and Agriculture (NIFA).

The programs you are helping with receive federal financial assistance.



That means we (employees **and** volunteers) are required to abide by federal laws regarding civil rights.

Other Important Civil Rights Laws

A. Title VII Civil Rights Act of 1964
Prohibits discrimination in employment

B. Title IX of the Education Amendments of 1972
Prohibits discrimination based on gender

C. Age Discrimination Act of 1975
Prohibits discrimination based on age, with
caveats for requirements like driver licensing

D. Americans with Disabilities Act of 1990
Prohibits discrimination based on disability status

E. Executive Order 13166 from 2000
Improves access to services for persons with
Limited English Proficiency (LEP)



Being inclusive is a value and a strategic initiative of the UAF community.

In addition to the basic protections afforded under federal law, UAF also lists additional categories that are to be protected from discrimination.

All categories are listed on the next slide.

University of Alaska Notice of Nondiscrimination (Board of Regents Policy and Regulation 01.02.020)

The University of Alaska does not discriminate on the basis of race, religion, color, national origin, citizenship, age, sex, physical or mental disability, status as a protected veteran, marital status, changes in marital status, pregnancy, childbirth or related medical conditions, parenthood, sexual orientation, gender identity, political affiliation or belief, genetic information, or other legally protected status.

If you can't agree to uphold this entire list, then UAF isn't a good fit for you.

Extension and AFES Civil Rights Goals



Promote nondiscrimination
and value differences



Expand educational
program access to
underrepresented groups

Who is Responsible for Equity?

Everyone with UAF!

- Program and administrative staff and faculty/agents
- Volunteers, including YOU!
- UAF researchers
- UAF administrators



Volunteer Enrollment Agreement

When enrolling as a volunteer, you acknowledge and agree to abide by UAF's stance of nondiscrimination.

UAF programs are open to people of all abilities and backgrounds.

Alaska 4-H Volunteer Service Application

The University of Alaska is an affirmative action/equal opportunity employer and an educational institution and prohibits illegal discrimination against any individual.

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Terms and Concepts

Equal Opportunity

A situation in which people have the same opportunities in life as other people, without being treated in an unfair way because of any personal characteristics such as race, age, gender, religion, etc.

Parity or “Balanced Participation”

Our clubs and other programs are “in parity” when the demographics of our participants are a good match for the larger population in surrounding communities

Example:

Your 4-H program has 10% Hispanic participants. Your community, borough or district has 20% Hispanic population.

Your program is only at 50% of parity. The goal is at least 80%.
 $(10\% / 20\%) \times 100 = 50\%$

That means we need to make All Reasonable Efforts to reach out to this underserved population!

All Reasonable Efforts



If a club's members are of all one race or ethnicity and it operates in a multicultural area, it is “non-integrated” and you must document “all reasonable efforts” (ARE) to recruit members from other groups.

Work with your local agent or program assistant to advertise camps, clubs and other youth opportunities to a wide audience.

Document your use of mass media, social media and other outlets. Keep copies of invitations like letters and emails you send to tribal and other community leaders.

Civil Rights Compliance of Volunteer Organizations & Clubs

- A. UAF may contact you to check parity status of groups
- B. Please share documentation of All Reasonable Efforts
- C. Paid faculty/staff will assist volunteers with records
- D. Data used for comparisons may include:
 - Census Data: <https://www.census.gov/>
 - Kids Count: <https://datacenter.kidscount.org/>
 - Volunteer and employee knowledge of area

hello!

shalom!

hola!

salut!

welkom!

namaste!

bienvenidos!

ciao!

Limited English Proficiency (LEP)

Have you been made aware of a language barrier for someone in the program?

Tell your local agent and copy the civil rights coordinator, amnorris2@alaska.edu

We can arrange translation or interpretation services so participants who do not speak English proficiently can still have meaningful access to your club activities.

Please notify UAF immediately if someone expresses a need for language assistance!

Nondiscrimination (indicia) Statements

1. Indicates to or notifies the public that our programs are open to all
2. Use on **all** documents targeted to public
3. Work with an employee to ensure flyers, brochures etc. are compliant (number of pages matters)
4. Indicia statements should be included in same font size as main text



Indicia statement examples

Affirmative Action/Equal Opportunity:

UA is an Affirmative Action/Equal Opportunity employer, educational institution and provider and prohibits illegal discrimination against any individual: www.alaska.edu/nondiscrimination. Language access services, such as interpretation or translation of vital information, will be provided free of charge to limited English proficient individuals upon request.

ADA statement for all public-facing events and programs

Accommodation requests related to a disability should be made one week in advance to [office or agent] at [phone number and email].

Accessibility for folks with disabilities

If someone asks for help, follow up!

Give UAF's **Disability Services** a call to get advice on what can be done to make an event or project more accessible: uaf-disability-services@alaska.edu

Phone: 907-474-5655 TTY: 907-474-1827

There are also simple things you can do proactively that will make things easier for everyone:

1. Turn on captions when showing videos
2. Use a microphone for consistent, strong volume
3. Make sure walkways are free of cords & other obstructions

Complaints: How do I handle them?

1. Take complaints seriously. Do not make comments, just gather details.
1. Notify your UAF supervisor as soon as possible that there has been a complaint.
1. Share the complaint form on UAF's website:
<https://www.uaf.edu/orca/>



Review

It's part of who we are and what we do.

1. Federal civil rights laws form the basis for our civil rights responsibilities
2. All paid and unpaid providers of UAF programming have civil rights responsibilities
3. UAF considers inclusion and appreciation of differences as core values
4. Our groups, programs and services are nondiscriminatory - all are welcome!



REMEMBER

1. Volunteers should contact UAF immediately after learning about a discrimination complaint or access barrier
(see separate Title IX training for more reporting obligations)
 1. Volunteers should use and document All Reasonable Efforts (ARE) to recruit new members and volunteers
 1. Volunteers creating flyers and other public documents must ensure nondiscrimination statements (“indicia”) are on those documents

Check your understanding

1. What does “ARE” stand for in the civil rights context?

- A. Accommodation required everywhere**
- B. Any reasonable education**
- C. All reasonable efforts**
- D. All of the above**

2. To make events more accessible, you can plan ahead and:

- A. Talk to Disability Services**
- B. Keep walkways clear**
- C. Use captions and microphones**
- D. All of the above**

3. Indicia statements are needed:

- A. on all public facing documents**
- B. on printed party invitations**
- C. only on official letterhead**
- D. only on electronic publications**

4. True or False: The UAF site for reporting complaints is under the Office of Rights, Compliance and Accountability (ORCA).

- A. False**
- B. True**

Thank you for your time!

You've viewed the module on
Civil Rights Responsibilities of UAF
Extension Volunteers

Please go here to take a short quiz to check your understanding:

<https://tinyurl.com/4-HCivilRights>



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