All individuals participating in Oregon State University’s Extension Service programs should be informed of USDA program benefits and of the protection against discrimination.

As part of this public notification, the USDA’s “….And Justice for All” poster showing the nondiscrimination policy statement and how to file a civil rights compliant with the USDA should be properly displayed in Extension Service offices visited by the public.

A nondiscrimination statement should be used on all Extension publications, including bulletins, leaflets, circulars, fact sheets, program announcements, and miscellaneous publications.

An accommodation statement should be included on all notices for program and events informing the public of assistance for the disabled or for those who need a reasonable accommodation. All OSU entities are responsible for ensuring that their programs, services, and activities are accessible.

Public notification activities are the extra efforts you plan for advising underrepresented and underserved groups of program availability in a non-discriminatory basis and usually consist of a series of various communication methods which advise the public about program availability.

Public Notification activities:

- Extension Service program outreach should use the most diversified possible communications to attract persons of underrepresented and underserved groups to participate. Examples include posters, flyers, minority organization bulletin board notices, circulars in utility or other public mailings, and social media.

- Provide information on Extension Service programs to grass roots organizations in your county via mail, personal visits, newsletters, phone calls, social media, etc.

- Use the non-discriminatory statement in all news releases which announce an Extension Service program and explain how to participate.

- Use the accessibility or accommodation statement in all notices for program and events and explain how to request an accommodation.

- In Extension Service programs that may traditionally attract only males or only females, use words, phrases, or statements in the program announcements which clearly indicate that participation of both males and females are encouraged and appropriate.

Resources:

Oregon State University Accessibility and Persons with Disabilities at OSU website (http://oregonstate.edu/accessibility/policies)