

AA / EEO Data Collection and “And Justice for All” Poster Procedures:

1. Place stack of AA / EEO Collection Forms at your MGV event sign-in table or pass them out once everyone is seated.

Exceptions:

- **For programs with children**, the adult(s) in charge will be asked to fill out one of the forms, tallying for each data point, e.g. race, gender, etc. (There is no need to fill out a sheet for each individual; one in this situation will suffice.)
 - **For programs with schools**, the teacher or staff person will be asked to fill out one of the forms, tallying for each data point, e.g. race, gender, etc. (There is no need to fill out a sheet for each individual; one in this situation will suffice.)
 - **For therapeutic programs**, the staff person will be asked to fill out one of the forms, tallying for each data point, e.g. race, gender, etc. (There is no need to fill out a sheet for each individual; one in this situation will suffice.)
 - **For Hotline on the Road venues (Shaker, Crocker, CBG)**, please place a stack of surveys on your table below an 8 ½ X 11 sign in plexiglass holder, which will explain the form and why we’re seeking the information.
 - **For programs that repeat with the same audience, e.g. Tri-C.**, participants will be asked to fill out the survey only once.
2. Ask participants to fill out the form and read the following script to help increase their response rate:

Ohio State University Extension is committed to diversity and to ensuring equal opportunity for those wishing to benefit from our programs and services. We invite you to voluntarily disclose your race, ethnicity, and gender to help us monitor the effectiveness of our civil rights and affirmative action efforts. Neither the information provided, nor the decision not to provide it, will be used to determine eligibility for Extension programs and services or benefits available through participation.
 3. Collect the forms.
 4. Post event, please collate the data you glean from the **AA / EEO** sheets onto the **All Reasonable Efforts Documentation Form**. Please remember to document the **total number of attendees**, since this number may differ from the total number that filled out the AA / EEO Form.
 5. Please return **the All Reasonable Efforts Documentation Form** containing the collated data to the MGV coordinator. You may then recycle / dispose of the AA / EEO individual sheets. The **All Reasonable Efforts** data sheets will be kept on file at the Extension office.

Note: Efforts to collect this data must be employed for all people-facing events, including programming directed at our own MGVs. For a series of lectures with repeat participants, the data only needs to be gathered one time.

“And Justice for All” Posters:

It is the responsibility of each program lead to display the “**And Justice for All**” poster at any and all people-facing events.