

Volunteer Training Module III EQUITY, ACCESS, & OPPORTUNITY

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After reading Module 3 you will understand:

- the mission of WSU as a land grant university
- the partners of 4-H
- the rights of all US citizens to be included in 4-H programs
- protected classes of residents requiring accommodations by State, Federal and WSU laws

What is WSU Extension?

As Washington State's land grant university, WSU has a mission to share its knowledge and provide educational opportunities throughout the state through its extension programs. Through the WSU Extension county offices, the Extension program reaches out to "engage people, organizations and communities to advance knowledge, economic well-being, and quality of life by fostering inquiry, learning and the application of research."

As a 4-H volunteer, you help us provide accessible, learner-centered, relevant, high-quality and unbiased education programs that:

- Build the capacity of individuals, organizations, businesses, and communities;
- Empower them to find solutions for local issues and to improve their quality of life;
- Collaborate with communities to create a culture of lifelong learning.

Partners of 4-H

4-H is made possible through the collaborative efforts of three organizations:

- The Cooperative State Research, Education and Extension Service (CSREES) of the United States Department of Agriculture in Washington, D.C.
- The Land-Grant University Cooperative Extension System and its partnering institutions
- State and County Governments

These public dollars are augmented by private monies raised by state 4-H foundations, individual 4-H staff and volunteers, and the National 4-H Council.

Sponsors, partners, donors, alumni, and others provide additional local resources.

Invitation to Join

From our earliest beginnings, WSU Extension 4-H Youth Development has been committed to serving the people of Washington State. We work hard to involve additional people in more and better ways. We take seriously our responsibility to offer our programs with respect, opportunity, and care for all of the state's residents. We want you to join us as an adult volunteer in striving to achieve our mission and vision.

To be an effective volunteer you will need to know some basics about several important laws and policies that define and govern Extension programs and services. If you have questions – please feel free to ask!

Laws and policies particularly relevant to involvement with Extension and 4-H include:

- Smith-Lever Act of 1914
- Americans with Disabilities Act
- Federal law against age discrimination
- Separation of church and state

- Anti-harassment
- Civil Rights Act of 1964
- Washington State law against discrimination
- WSU non-discrimination policies

These laws and policies are designed to ensure inclusion and fair treatment for all participants, volunteers and leaders in any of the opportunities provided by WSU and Extension.

As a tax-funded institution WSU and Extension take seriously our obligation to observe and enforce these laws. As a volunteer you will be expected to join us in accepting responsibility for upholding these laws and policies.

Key Laws & Policies

Here are brief summaries of key laws and policies.

Smith-Lever Act

<http://www.csrees.usda.gov/about/offices/legis/pdfs/smithlev.pdf>

The Smith-Lever Act, 1916, and subsequent amendments, dictate that Extension programs be designed to serve people in all socio-economic classes as well as the protected classes identified in civil rights laws and regulations.

The Americans with Disabilities Act (ADA)

http://bfo.cahe.wsu.edu/personnel/ada/what_means.htm

The ADA became effective on July 29, 1992, to provide access by individuals with mental or physical disabilities (short-term or long-term) to the opportunities of employment and participation. WSU Extension respects and accepts responsibility to uphold the Americans with Disabilities Act. Individuals who join WSU Extension are expected to uphold the Americans with Disabilities Act. All of our printed materials, electronic communications, and websites inform individuals how to request accommodation.

Separation of Church and State

<http://bfo.cahe.wsu.edu/personnel/civilrights/ChurchState.htm>

The first amendment of the U.S. Constitution requires governmental neutrality with regard to religion. Government is restricted to secular purposes and must neither advance nor inhibit religion. State law mandates that all institutions supported by state funds be free of sectarian control or influence.

As a government agency WSU Extension is obligated to uphold this constitutional principle. In practice, the principle of separation of church and state means that Extension faculty, staff, and volunteers may not:

- Carry out programs or projects that advance or inhibit religion.
- Conduct or incorporate into events religious practices to promote religion.

Extension events may be held in religious/sectarian facilities provided that attendance is open to persons of all beliefs.

Harassment

http://www.wsu.edu/~forms/HTML/EPM/EP15_Discrimination_and_Sexual_Harassment.htm
<http://www.chr.wsu.edu/policies.html>

Harassment is serious repeated mistreatment of a person because of their sex, race, color, disability, sexual orientation, or being from another country. Sexual harassment is harassment of a sexual nature.

Harassment is a form of bullying and discrimination and is not tolerated in the Extension program.

WSU's "Preventing Sexual Harassment" online training is available at <http://www.chr.wsu.edu/>. Volunteers will be asked to complete this online training once they are enrolled as Extension volunteers. At some county locations, in-person training is available.

The Civil Rights and Anti-Discrimination Law

<http://bfo.cahe.wsu.edu/personnel/civilrights/summary.htm>

The Civil Rights Act of 1964, as amended, was enacted to provide access for all individuals to participation and prevents excluding individuals from participation based on race, color, religion, national origin, or gender. Other federal statutes require fair treatment for people who have a disability and people who are over 40 years of age. Washington State law protects all these categories and people based on sexual orientation and people who use a guide dog or other service animal. WSU Extension personnel and volunteers are responsible to obey these laws. All individuals who join WSU Extension are expected to abide by laws protecting people from discrimination. A summary of these laws can be found at:

<http://bfo.cahe.wsu.edu/personnel/civilrights/summary.htm>

Please take the time now to look at the above link. You will also find a list of links on the last page of this information that can be bookmarked to keep as a reference.

What kinds of discrimination are prohibited by WSU policy under the Civil Rights Act? WSU forbids discrimination based on:

- **Race/Color/Ethnicity:** People of all racial and ethnic groups are included and valued in our programs. We are careful to provide opportunities for leadership and participation equally across groups. We strive to include people of all races and colors in all of our programs.
- **Gender:** Men and women, boys and girls, have access to all of our programs. We don't keep girls out of some clubs and boys out of others. We want youth to choose clubs with projects and activities that interest them.
- **Religion:** Members of all religions, faiths, and spiritual practices are welcome in 4-H. We try to plan programs in ways that accommodate religious holidays, dietary, and clothing practices, and other religious/spiritual needs. When possible, we schedule our programs in ways that allow as many people to participate, without conflicting with worship schedules, and we try to choose neutral locations for our meetings. We neither advance nor inhibit religion.
- **Age:** Membership in 4-H is open to youth in kindergarten who have reached their 5th birthday before January 1 of the current 4-H year, through those in the 12th grade or who have not reached their 19th birthday before January 1 of the current 4-H year. Special Education youth, older than 19, may enroll with the approval of the County 4-H Educator. Applying to become a volunteer in 4-H is open to all adults.
- **Creed:** People with different beliefs and ideas—political, philosophical, economic—enrich our programs and are welcome.
- **National or ethnic origin:** We don't discriminate among people based upon what country they were born in, where they or their families come from, the language they speak, or their heritage. We celebrate and honor cultural difference.
- **Physical, mental, or sensory disability:** We strive to include people with disabilities. We do not exclude people based on a perception that it might be complicated, difficult, or dangerous to include them because of their disabilities. We rely on people with disabilities and

- their families to tell us what accommodations are needed.
- **Marital status:** Married or non-married, all are welcome.
 - **Sexual orientation:** We welcome heterosexual, lesbian, gay, bisexual, and transgendered people to participate in all of our programs.
 - **Military veterans:** Veterans are welcome and included in our programs.

Complaint Procedures

Please take action if you experience discrimination or if you see someone else being discriminated against. Everyone working for WSU, including volunteers, face sanctions for failure to follow WSU policies or the law. Sanctions may include warning, censure, reprimand, suspension, reassignment, or termination.

People who believe they have been discriminated against have a right to complain to the county, the state or the federal government. Complaints about Extension programs should follow the same procedures as other civil rights complaints. These are outlined in the WSU Policies and Procedures on Civil Rights at this web site: <http://bfo.cahe.wsu.edu/personnel/civilrights>.

It is infinitely more satisfactory for the person with the grievance to resolve such problems at the local level. However, people have a right to complain directly to the state or to the Secretary of Agriculture, if they wish.

Expectations

We expect our volunteers to:

- Create awareness, letting people know about our programs and opportunities and encouraging people from under-represented groups to participate.
- Assure access, making sure times and locations for events allow for the greatest number of participants.
- Provide utility, offering programs that interest and engage our audiences.

SUMMARY

Civil Rights laws and policies were created to ensure fairness to all – including you.

- Extension volunteers are expected to observe the laws and policies when working with others.
- Extension volunteers are protected by these laws and policies.

Everyone who wants to take part in 4-H and other WSU Extension programs has a right to do so free from discrimination, harassment, or bias.

A 4-H volunteer serves at the pleasure of WSU. Both the volunteer and WSU may terminate the relationship at any time, with or without cause.

WSU Extension 4-H Welcomes Volunteers

We hope you will become a part of WSU Extension as a 4-H volunteer, bringing your unique skills and abilities to this important work.

To volunteer in 4-H, please select the county in which you would like to volunteer. Make contact or ask for an appointment and find out how you can get involved. [Map of state, with links to the counties' websites]

The Washington State 4-H <http://4h.wsu.edu> website is another great place to start. You can also check out the website for U.S. Department of Agriculture, home of 4-H nationally <http://www.csrees.usda.gov>, and the National 4-H Council website <http://www.fourhcouncil.edu/> for more information.

Thank you for your interest!

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Important Websites

Smith-Lever Act

<http://www.csrees.usda.gov/about/offices/legis/pdfs/smithlev.pdf>

The Americans with Disabilities Act (ADA)

http://bfo.cahe.wsu.edu/personnel/ada/what_means.htm

Separation of Church and State

<http://bfo.cahe.wsu.edu/personnel/civilrights/ChurchState.htm>

Anti-harassment

http://www.wsu.edu/~forms/HTML/EPM/EP15_Discrimination_and_Sexual_Harassment.htm

Washington State University's Discrimination and Sexual Harassment Policy

<http://www.chr.wsu.edu/policies.html>

The Civil Rights Act of 1964

<http://bfo.cahe.wsu.edu/personnel/civilrights/summary.htm>

WSU non-discrimination policies

<http://www.wsu.edu/non-discrimination-statement.html>

<http://bfo.cahe.wsu.edu/personnel/civilrights/>

4-H Websites

National 4-H Council

<http://www.fourhcouncil.edu/>

USDA, national headquarters for 4-H

<http://www.csrees.usda.gov>

Washington State 4-H

<http://4h.wsu.edu>

Self-Assessment

1. The Civil Rights Legislation became law in 1964. Americans with Disability Act was added in 1990. These laws impact 4-H volunteers because:
 - a) 4-H programs are accountable to the local county government, the state land grant university, the state legislature, the United States Department of Agriculture, and the Federal government
 - b) 4-H volunteers carry out the annual plan of the County Commissioners for the citizens of the County
 - c) 4-H is a Federal funded program for low-income families.

- d) 4-H began in 1903 so 4-H volunteers are excluded from the Civil Rights Laws.
2. The partners of 4-H in this state are:
- a) National 4-H Council, Washington State University, State & County Governments
 - b) CSREES, Washington State University, State & County Governments
 - c) CSREES, WSU Cooperative Extension System, State & County Governments
 - d) National 4-H Council, WSU Cooperative Extension System, State & County Governments
3. Public dollars for the Washington State 4-H Youth Development Program are augmented by private monies raised by:
- a) The Washington State 4-H Foundation
 - b) Individual 4-H staff and volunteers
 - c) National 4-H Council
 - d) Sponsors, partners, donors, alumni, and others
 - e) All of the above
4. The following kinds of discrimination are prohibited by WSU policy under the amended Civil Rights Act of 1964:
- a) Race and color
 - b) Religion
 - c) National origin
 - d) Gender
 - e) All of the above

5. Washington State Law protects the categories listed in # 4, plus:
 - a) People who use a guide dog or other service animal
 - b) People based on sexual orientation
 - c) Both of the above

6. Sanctions against someone who fails to follow WSU policies or the law include:
 - a) Reprimand
 - b) Termination
 - c) Warning
 - d) Reassignment
 - e) Suspension
 - f) Censure
 - g) All of the above

Answers to the Self-Assessment Questions

1. a. 4-H programs are accountable to the local county government, the state land grant university, the state legislature, the United States Department of Agriculture, and the Federal government.
2. c. CSREES, WSU Extension System, State and County Governments
3. e. All of the above
4. e. All of the above
5. c. All of the above
6. g. All of the above

TEACHING LIBRARY

Experiential Activities

[Realizing Our Perceptions](#)—A Filtering Situation

[Realizing Reason for Difference](#)—A Bear of a Puzzle

[Teaching Tolerance](#)—A Circle of Shoes

Bullseye Activity

[My View of the World](#)

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