

July, 17, 2014

Dear Master Gardeners,

Please find attached this new attendance sheet. The Demographics data base at NMSU requires all employees to break down each ethnic group into Male and Female. That said it has been an arduous task to break down each category using the percentage rates for the county. To help me avoid that time consuming task and until the University makes the attendance sheets and data base congruent, please do the best you can in breaking down ethnicity to male/female.

Why it is important to fill in the ethnicity at the bottom of Attendance Sheets

- 1) It is required by Federal law. Since the Cooperative Extension Service receives funds from County, State, and Federal sources we are obligated to show that we are serving the diverse populations in our county through our programs and outreach activities. We are not a single serve organization.
- 2) Civil Rights accountability. We must show that we are making all realistic efforts to find audiences within our diverse population and meet their needs through a range of outreach such as classes, radio, TV, newspapers, etc. The attendance of our programs and outreach must reflect the population make-up of the county we serve.

How the information is used

At the end of the year, NMSU incorporates this information into an annual report that is sent to the National Institute of Food and Agriculture (NIFA). NIFA is an agency within the U.S. Department of Agriculture (USDA), part of the executive branch of the Federal Government. Congress created NIFA through the Food, Conservation, and Energy Act of 2008. NIFA replaced the former Cooperative State Research, Education, and Extension Service (CSREES), which had been in existence since 1994.

Various impact reports, using this demographic information, are also written for State and local governments.

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