



**Cooperative Extension**

UW-Extension Green County  
Justice Center – 2841 6<sup>th</sup> St.  
Monroe, WI 53566  
(608) 328-9440 \*FAX (608) 328-9519 \*WI Relay 711



**Green County Office**

«FirstName» «LastName»  
«Company»  
«Address1»  
«City», «State» «PostalCode»

Dear «FirstName»:

Annually, UW-Extension, Cooperative Extension takes steps to assure our partners know and understand our policy of nondiscrimination. This letter is to remind or notify you the University of Wisconsin-Extension does not discriminate in the treatment of individuals, in admission or access to its programs and activities, in the provision of services, or in employment.

Further, UW-Extension, an institution receiving federal financial assistance through the U.S. Department of Agriculture, cannot participate with or partner with organizations that discriminate on the basis of any of the legally prohibited categories of discrimination, based on Civil Rights laws. Categories of prohibited discrimination include race, color, gender/sex, creed, disability, religion, national origin, ancestry, age, sexual orientation, pregnancy, marital or parental status, arrest or conviction record, or membership in the national guard, state defense force or any other reserve component of the military service.

**To help us ensure that our partners do not discriminate, we request an officer of your organization sign and return the enclosed form and attach a copy of the nondiscrimination policy of your organization if it has changed since last year.**

Consistent with the Americans With Disabilities Act, persons who need materials in alternative format or other accommodations are encouraged to write, email or call the UW-Extension contact person for the specific program or call the main telephone number of the UW-Extension Green County Office, (608) 328-9440, as early as possible prior to the event so appropriate arrangements can be made. Requests are kept confidential. Individuals who need special access due to hearing impairment may contact the UW-Extension Green County Office by calling the relay service for the hearing impaired by dialing 711.

We want to thank you for collaborating with UW-Extension on educational programs. We appreciate your support and partnership, as we provide education and programs designed to meet the needs of the diverse residents of Green County.

Sincerely,

**Mark Mayer**  
Agriculture Agent/Department Head

**Victoria Solomon**  
Community Resource Development Educator

**Lisa Messer**  
Nutrition Educator

**Ellen Andrews**  
4-H Youth Development Educator



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**Assurance of Nondiscrimination**

University of Wisconsin Extension, which receives Federal financial assistance, cannot partner with or provide assistance to an organization that excludes any person on the basis of protected categories outlined in Civil Rights laws.

To assure compliance with this requirement, we request an officer or other appropriate representative of your organization sign and return the following statement on behalf of the organization to the above address. An organization is defined as a body of persons the University of Wisconsin Extension is presently working with or anticipates working with on a continuing or extended basis.

I certify that \_\_\_\_\_ (name of organization) does not exclude, restrict, or deny any person membership or participation in its activities because of race, color, national origin, religion, sex, age, disability, sexual orientation, pregnancy, marital or parental status, arrest or conviction record, or military or veterans status.

When you return this form, please include a copy of the your organization’s nondiscrimination policy (if your organization has one and it changed from last year).

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Print Your title in this organization**

\_\_\_\_\_  
**Date**

**Please return this form in the self-addressed stamped envelope with your organizations nondiscrimination policy (if applicable) by September 15<sup>th</sup>, 2016**  
**Thank you!**

An EEO/AA employer, University of Wisconsin Extension provides equal opportunities in employment and programming, including Title IX and American with Disabilities (ADA) Requirements