

**Program Plan and Civil Rights Documentation
Utah State University Extension**

Program/Activity _____

Date of program _____ No in attendance ____

Did you report face-to-face contacts in the major program area in MYFOCIS?
_____Yes _____No

Location of the activity/program _____

Program sponsorship included _____

1. Attach public advertisements and announcements for this program/activity to this sheet. [Demonstrate - All Reasonable Effort”]
2. Attach a participant listing of those who attended.
3. Provide any photographic or media documentation appropriate to the program/activity.

Detail what was done to reach under-served and minority populations within your community. Attach letters, invitations, contact lists. [All Reasonable Effort]

Noteworthy successes and impacts of the program/activity included: