



EXPANSION AND REVIEW COMMITTEES

December 2018

Each county 4-H program is required to have an active Expansion and Review effort. This is an expectation of USDA as a part of Extension's Civil Rights compliance policies. This Expansion and Review efforts could be accomplished by establishing a Expansion and Review Committee. The following is the basic framework for such a committee.

Purpose

The purpose of an Expansion and Review Committee is to provide assistance to the county-based 4-H staff in:

- Reviewing and identifying communities where the 4-H program is not being extended.
- Identifying audiences not being reached by 4-H (i.e. gender groups, racial groups, ethnic groups, geographically isolated groups, grade groups, etc.).
- Determining needs of communities and audiences not being reached and assist in development of programs and methods to reach underserved youth and adults.
- Establishing short term and long term goals as part of a comprehensive expanding access plan.
- Developing strategies to recruit adult volunteers

The 4-H Expansion and Review Committee is a permanent group with the purpose of implementing a balanced 4-H expansion program.

Balanced programming includes attention to certain factors such as....

- race
- ethnicity
- gender
- age
- disability status and varied youth needs and interests

Committee Membership

To maximize effectiveness, 4-H Expansion and Review Committee membership will:

- Represent the racial and ethnic makeup of the county along with geographic location and balanced in gender.
- Demonstrate a willingness to listen to others

- Appreciate new ideas
- Be open to alternative expanding access approaches
- Be enthusiastic about youth programming
- Be respected by their peers
- Be engaged in the county/tribal nation and/or community
- Reflect youth and adult representation (goal to have equal representation)

It is recommended that the adult representation be 4-H leaders and other adults interested in youth. Youth representation should come from current 4-H membership and other youth in the community who can add insight into the needs and interests of the county. When recruiting non 4-H members and leaders a good starting place could be connecting with other youth serving organizations and/or youth involved in a community center or cultural group. It is always important to remember to not “tokenize” youth and adults who are representing a particular protected group.

In order to demonstrate inclusive practices, rotating terms should be established for committee membership.

Meeting Requirements:

- At least twice a year or more often if needed.

Guidelines for facilitating an Expansion and Review Committee Meeting:

- Provide data and geographic maps related to the race, ethnicity, gender, age, etc. of youth in the county and in the 4-H program
- Review current parity results from parity calculator
- Provide information about the current county 4-H program membership by race, ethnicity and gender (include map of where clubs meet)
- Develop an action plan with culturally relevant approaches to address barriers to access for audiences not at parity
- Remember that the discussion should focus more on 4-H program outreach efforts to protected populations and barriers/gaps that prevent access than on the effectiveness of 4-H activities

Sample Agenda:

- Welcome & Introductions
- Review Expansion & Review Purpose
- Data & Maps Presentation
- Facilitated Discussion of Barriers and Resources
- Review Current Outreach Efforts
- Develop Action Plan
- Feedback on Expansion & Review Process
- Set Next Meeting Date
- Conclusion

Frequently Asked Questions

Is this a separate committee or a function of county 4-H Leader Organization?

The USDA Affirmative Action Plan requires the establishment of a separate county 4-H Expansion and Review Committee.

There is one exception.

The existing county 4-H Leader Organization may serve as the county 4-H Expansion and Review Committee if the group meets the membership requirements specified for county 4-H Expansion and Review Committees and agrees to carry out the functions of a county 4-H Expansion and Review Committee.

The key principle is the membership needs to reflect the demographics of the county/tribal nation.

How frequently is an Expansion and Review Committee required to meet?

The committee should meet at least twice a year or more often if needed.

What reporting is required from 4-H Expansion and Review Committees?

A copy of the minutes from each meeting are to be placed in the county 4-H Affirmative Action/Civil Rights file along with a detailed committee roster including the race, ethnicity and gender of each committee member.



An EEO/AA employer, University of Wisconsin-Extension provides equal opportunities in employment and programming, including Title IX and American with Disabilities (ADA) requirements. © 2013 by the Board of Regents of the University of Wisconsin System Developed by the Wisconsin 4-H Office, 431 Lowell Hall, 610 Langdon St., Madison, WI 53703. The 4-H name and emblem are federally protected under Title 18 US Code 707.