



**N.C. Cooperative Extension**  
 Orange County Center  
 4-H Youth Development  
 orange.ces.ncsu.edu

306-E Revere Rd.  
 P.O. Box 8181  
 Hillsborough, NC 27278  
 P: 919-245-2057

November 2017

Dear 4-H Club Leader:

The Orange County Cooperative Extension Center is committed to furthering the educational purposes of North Carolina Cooperative Extension in compliance with all civil rights legislation.

In furtherance of this, we obtain assurance from all clubs with whom we work that they will follow non-discriminatory practices and ensure that all programs, activities, and participation is offered without regard to race, color, religion, sex, age, national origin, disability, sexual orientation, marital status, familial status, political beliefs, parental status, receipt of public assistance, or protected genetic information. Certification of non-discrimination is documented by signing and returning an original of this letter to the Cooperative Extension Office. Please maintain a copy of this for your files as well.

The federal requirements state that if certification is not provided, the organization will be notified in writing that Cooperative Extension can no longer give assistance to your club or organization's efforts.

We respectfully request your compliance with this effort to provide a welcoming and equal opportunity for all citizens to benefit from the services provided by North Carolina Cooperative Extension through your club. We appreciate your involvement in our efforts and look forward to working with you.

Sincerely,

**Jonathon Smith**  
**Extension Agent, 4-H Youth Development**  
**Orange County Center**

**This is to certify that \_\_\_\_\_ 4-H Club has a policy of open membership and participation, and further that it ensures non-discriminatory treatment as outlined above in offering all of its programs and activities.**

---

**Signature, Club Leader**

**Date**

---

**Signature, President or Vice-Chair, Secretary or other Office**

**Date**

