



**All Reasonable Efforts Documentation
Due December 1st**

Program Year: _____

Club Name _____ Club Leader _____

Please describe the efforts your club has made to recruit new members from your community, including under-represented groups. Attach documentation. Be specific. For example, if a school presentation was made, list the name of school, size of audience, ethnicities represented in audience, and other pertinent details. All clubs are required to demonstrate outreach efforts in at least the first **three** of the outreach methods listed below. For assistance, call your county Cooperative Extension Office. To document your club's outreach efforts, attach to this form copy of flyers, newspaper articles, news releases and lists of personal contacts made. Give a copy of this information to your local Extension Office.

METHOD	DATE(S)	LOCATION	COMMENTS/DESCRIPTION
<input type="checkbox"/> Mass media, including radio, newspaper, TV			
<input type="checkbox"/> Personal letters to minorities and/or females (potential members and leaders)			
<input type="checkbox"/> Personal contacts (phone, in person) with potential minority members & leaders			
<input type="checkbox"/> Newsletters, posters, flyers, announcements			
<input type="checkbox"/> Community OR school groups contacted with information, or through community service			
<input type="checkbox"/> Membership drive or promotional programs to reach minorities (eg., festivals, fairs, displays)			
<input type="checkbox"/> Other			

Please return this form to: _____

Address: Fax: