

Iowa State University Extension Policy for Letterhead, Envelopes, and Justice Statement

The following policies are in effect as of November 15, 2003.

Letterhead

1. The wordmark used by Iowa State University Extension units (including counties) will be:

IOWA STATE UNIVERSITY
University Extension

2. This wordmark should be used on Extension letterhead, envelopes, publications, newsletters, handbooks, enclosure slips, etc. This wordmark cannot be typeset. It is a graphic. Please go to the following website for more information on the wordmark:

<http://www.extension.iastate.edu/Pages/communications/Wordmarksite/>

3. Whenever this wordmark is used on letterhead, the following abbreviated justice statement must appear at the bottom of the letterhead. This is a requirement of Title IX for Extension. This will be a change for campus Extension units.

Extension programs are available to all without regard to race, color, national origin, religion, sex, age, or disability.

4. ISUE will no longer require the following "cooperating" statement to appear at the bottom of letterhead:

Iowa State University and U.S. Department of Agriculture cooperating.

5. ISUE will no longer use "Cooperative Extension" on letterhead or enclosure slips. Existing supplies of Cooperative Extension letterhead and enclosure slips can be used until June 30, 2004. As of July 1, 2004 any remaining Cooperative Extension letterhead or enclosure slips should be destroyed.

6. EMMS has developed an on-line procedure for ordering Extension letterhead that includes the wordmark and the unit's specific address. It is available at

<http://www.extension.iastate.edu/forms/letterhead/>

Envelopes

1. The following return address should no longer be used by any ISU Extension unit.

**COOPERATIVE EXTENSION SERVICE
U.S. DEPARTMENT OF AGRICULTURE
IOWA STATE UNIVERSITY
AMES, IOWA 50011**

**OFFICIAL BUSINESS
PENALTY FOR PRIVATE USE, \$300**

2. Envelopes with this "central return address" or the words Cooperative Extension Service should no longer be used. Existing supplies can be used only if the information in the upper left hand corner of the envelope (including the Official Business statement) is covered with a sticker that shows the University Extension wordmark and the unit's specific return address.
3. Units should no longer use the statement that says "Official Business, Penalty for Private Use \$300" on envelopes.
4. EMMS has developed an on-line procedure for ordering Extension envelopes that includes the wordmark and the unit's specific address. It is available at <http://www.extension.iastate.edu/forms/envelopes/>

Justice Statement

1. During 1998 the U.S. Department of Education's Office for Civil Rights (OCR) conducted a compliance review at Iowa State University. As a result of that review, ISU now requires that all brochures, handbooks, applications and publications for admissions, employment and general information publications contain a detailed nondiscrimination statement, as well as an office to contact with inquiries.
2. As a follow-up to this audit, Extension began using and will continue to use the following expanded USDA nondiscrimination statement on all Cooperative Extension publications, brochures, notebooks, handbooks, newsletters, etc.:

"The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (Not all prohibited bases apply to all programs.) Many materials can be made available in alternative formats for ADA clients. To file a complaint of discrimination, write USDA, Office of Civil Rights, Room 326-W, Whitten Building, 14th and Independence Avenue, SW, Washington, DC 20250-9410 or call 202-720-5964."

3. There are some ISU Extension units that are not involved with Cooperative Extension work (e.g. Continuing Education, CIRAS, and IMEP). These units must use the following general University nondiscrimination statement on publications, brochures, newsletters, handbooks, etc.:

"Iowa State University does not discriminate on the basis of race, color, age, religion, national origin, sexual orientation, sex, marital status, disability or status as a U.S. Vietnam Era Veteran. Any persons having inquiries concerning this may contact the Director of Equal Opportunity and Diversity, 3680 Beardshear Hall, 515-294-7612."

4. The only exception to using one of the expanded nondiscrimination statements is ISUE letterhead, which uses the abbreviated justice statement as outlined in the "Letterhead" section.