

UNIVERSITY OF
MARYLAND
EXTENSION
Solutions in your community

Montgomery County Office
18410 Muncaster Road
Derwood, MD 20855
TEL 301-590-9638
FAX 301-590-2828

(Current Date)

(Name of Organization)
(Address of Organization)

Dear _____ :

University of Maryland Extension, in order to remain in compliance with Federal affirmative action guidelines, must obtain assurance from all clubs/organizations with whom it works that they follow nondiscriminatory practices based on race, color, gender, disability, religion, age or national origin. Certification of nondiscrimination for your organization can be attested to by signing and returning one copy of this letter. The other copy may be retained for your files.

The Federal requirements further state that if such certification is not provided, the organization must be notified in writing that the University of Maryland Extension can no longer give assistance. We want to continue and even strengthen the fine working relationship UME has with your organization.

We respectfully request your understanding in this matter and assure you that we appreciate your continued cooperation.

Sincerely,

Charles F. Schuster
County Extension Director

This is to certify that _____ has a policy of open membership and does not discriminate on the basis of race, color, religion, age, sexual orientation, national origin, gender, marital or parental status, or disability.

Signature

Title or Office

Date