

**Abbreviated Non-Discrimination Statement   
& Accessibility Tagline**

This document outlines where and how to use required public notification statements.   
Updates will be made when translations are available.

All public-facing materials (digital & print) must include our non-discrimination statement (NDS). This includes emails, flyers, presentations, surveys, handouts, forms, social media, letterhead, newsletters, videos, etc. *(Note: The NDS is in the footer of all Extension WordPress web pages; typically, you don’t need to add it again within web content itself.)* If space is limited, the abbreviated version below may be used instead of the full NDS—which explains how to file a complaint with the U.S. Department of Agriculture (USDA). This guidance document will be updated to include our full NDS once USDA issues revised *And Justice for All* posters.

Additionally, all programming and educational materials must include an accessibility tagline so the public knows how to request language and disability accommodations. The tagline below includes minimum required notification elements. If space allows, like on a registration form, we encourage you to ask for more details, such as: “Is there anything else we should know to help ensure a positive experience for the youth you’re registering?”

To effectively notify the public of their rights, both the NDS and tagline must be clearly visible, noticeable, and in a font size consistent with other text on the document.

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| Abbreviated non-discrimination statement (NDS) *(Use exact text shown below.)*:  **The University of Wisconsin–Madison Division of Extension provides equal opportunities in employment and programming in compliance with state and federal law.** |
| Accessibility tagline *(Replace italicized text, as applicable. You can make minor changes to standard wording to fit your context, as long as it's clear how to request services, by when (for events), and that services are free.)*:  **You may request an interpreter, materials in an alternative language or format, or other services to make this** *[event, document, resource]*  **more accessible, by contacting** *[specific Extension Educator/contact]* **at** *[contact’s email]* **or** *[contact’s phone]* **by** *[to avoid confusion, use Month Day, Year format (versus 06/01/25) for a date that allows enough time to arrange for requested services prior to the event date. It often takes 20+ business days to coordinate vendor services.]***. There’s no added cost to you for these services.** |